**OUTLINE FOR INTERIM AND FINAL**

**RESEARCH PERFORMANCE PROGRESS REPORTS**

This outline is an abridged version of the DOC PDF fillable-form template for the RPPR and the corresponding DOC RPPR Instructions document. The main outline, headings, and key information are maintained here, but for more detailed instructions and guidance, please refer to the full DOC Instructions available here. Recipient PIs may use the outline that begins on the next page to write reports following these Instructions.

The numbered questions are from Grants Online, and responses can also be copied into the RPPR form in Grants Online. Sections 6 and 7 are specific to WPO reporting needs, and do not have corresponding Grants Online sections. These specific reporting needs are denoted by bullet points.

Department of Commerce

Research Performance Progress Report (RPPR)

1. Federal Agency: National Oceanic and Atmospheric Administration – Office of Oceanic and Atmospheric Research

2. Federal Grant Award Number:

3. Project Title:

4–5. Project/Grant Period (Start Date, End Date):

6–10. Project Director/Principal Investigator (PD/PI) Names, Titles, and Contact Information (email address and phone number):

11–15. Recipient Authorizing Official’s Name, Title, and Contact Information (email address and phone number):

16. Submission Date:

17. Current Reporting Period (start date, end date):

18. Report Frequency (annual, semi-annual, quarterly):

19. Final Annual Report? (yes or no):

“The submitter understands that Final Reports and executive summaries of the research from semi-annual interim progress reports will be shared publicly. Personally/organizationally identifying information, confidential/proprietary technology, processes, and/or financial information are properly marked herein, and the submitter agrees that these markings are in compliance with *DOC Financial Assistance Standard Terms and Conditions* Section G.05.k.1.”

20-23. Recipient Organization (name, address, DUNS (or EUI), EIN):

**Section 1. ACCOMPLISHMENTS**

The purpose of this section is to concisely report on actual progress during the most recent performance period (e.g., semiannual) relative to the proposed work plan, schedule, milestones, and deliverables from the original proposal submitted to NOAA. The description of accomplishments must reflect the incremental progress of the research over the most recent performance period, but, if desired, accomplishments in this section may include cumulative progress since the start of the project only if the most recent performance period progress is clearly distinguished from prior progress. All progress reports must concisely provide this comparative actual versus proposed progress information, preferably using summary tables (e.g., actual versus proposed tasks completed; actual versus proposed milestones achieved; actual versus proposed deliverables, etc.). Finally, this section must include an executive-level (one paragraph) summary of this most recent progress and any identified operational use(s), and if applicable, a representative figure or image. These materials will be used by WPO for reporting award activities to NOAA executive managers and for public outreach, so please use plain language and provide figures/images when possible.

24. What were the major goals and objectives of this project?

These are the goals and objectives are for the entire project.

25. What was accomplished under these goals?

The accomplishments refer to those achieved during this reporting period.

A table of actual versus planned accomplishments is recommended as a function of each task identified in the funded proposal.

Are the proposed project tasks on schedule? What is the cumulative percent toward completion of each task and what are the respective due dates? Table of tasks, percentages, and due dates recommended.

What were the major completed milestones this period, and how do they compare to your proposed milestones? A table of completed to proposed milestones with current status is recommended.

26. What opportunities for training and professional development has the project provided?

The opportunities for training and professional development refer to those provided during this reporting period.

27. How were the results disseminated to communities of interest?

The results disseminated to communities of interest refer to those occurring during this reporting period.

28. What do you plan to do during the next reporting period to accomplish the goals and objectives?

The plan refers to continuing to accomplish the project’s goals and objectives.

**Section 2. PRODUCTS**

Report in this section any publications, conference papers, and presentations in the preceding performance period, along with any other products. Only report publications that have been either published or accepted for publication. Include a full reference and digital object identifier (DOI; http://www.apastyle.org/learn/faqs/what-is-doi.aspx) and either (1) attach all new publications and presentations on this project from this reporting period to the progress report; or (2) include web links to online versions. When you publish or present, please credit the appropriate NOAA/OAR organization and program (e.g., NOAA/OAR/WPO) for financially supporting your project and include the NOAA logo.1[[1]](#footnote-0) Suggested language follows: “This material is based upon work supported by the [XYZ] Program within the NOAA/OAR Weather Program Office under Award No. XXXXXXX. Also list any websites or non-operational products/outputs that have been made publicly accessible as a part of your project.

29. Publications, conference papers, and presentations

During this reporting period, did you publish any journal articles, conference papers, and/or give any presentations? If so, please list them here.

During this reporting period, if any journal articles or NOAA series articles were published or submitted for publication, were the articles added to the NOAA Institutional Repository?

30. Technologies or techniques

During this reporting period, did you develop any technologies/techniques? If so, please list them here.

31. Inventions, patent applications, and/or licenses

During this reporting period, did you develop any inventions, patent applications, and/or licenses? If so, please list them here.

32. Other products

During this reporting period, did you develop any other products? If so, please list them here.

What were the major completed products this period, and how do they compare to your proposed products? A table of proposed and completed products is recommended. List the following:

Publications, conference papers, and presentations

Technologies or techniques

Inventions, patent applications, and/or licenses

Other products, such as data or databases, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.

Please include the following language as described in Sect. G.05.k.3.iv of the *DOC Financial Assistance Standard Terms and Conditions* in all publications and presentations:

“This [report/video/etc.] was prepared by [recipient name] using Federal funds under award [number] from [name of operating unit], U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of the [name of operating unit] or the U.S. Department of Commerce.”

**Section 3. PARTICIPANTS & OTHER COLLABORATING ORGANIZATIONS**

This section will likely remain relatively stagnant over the course of the entire project reporting period. Information should only be added when participants/collaborating organizations are added.

33. What individuals from which organizations have worked on this project?

34. Has there been a change in the active support of the project director(s) (PD), principal investigator(s) (PI), or senior/key personnel since the preceding reporting period?

35. What other organizations have been involved as partners?

36. Have other collaborators or contacts been involved?

**Section 4. IMPACT**

This section will likely become more relevant later in the project as work is completed. If it too early in the project to list any impacts, say “none” or “not applicable at this time”.

37. What was the impact on the development of the principal discipline(s) of the project? 38. What was the impact on other disciplines?

39. What was the impact on the development of human resources?

40. What was the impact on teaching and educational experiences?

41. What was the impact on physical, institutional, and information resources that form infrastructure?

42. What was the impact on technology transfer?

43. What was the impact on society beyond science and technology?

44. What percentage of the award’s budget was spent in a foreign country(ies)?

**Section 5. CHANGES/PROBLEMS**

Explain any deviations from the original proposal (incomplete tasks, missed milestones, late deliverables, etc.) and detail the mitigation plans (task or schedule revisions, revised work plans, etc.) to get back on track. All major task or schedule changes must be pre-approved by WPO through a formal request in Grants Online. If there are no deviations, write that.

45. Changes in approach and reasons for the change.

46. Actual or anticipated problems or delays and actions or plans to resolve them. 47. Changes that had a significant impact on expenditures.

48. Significant changes in use or care of human subjects, vertebrate animals, biohazards, and/or select agents.

49. Change of primary performance site location from that originally proposed. **Section 6. SPECIAL REPORTING REQUIREMENTS**

Report on any special reporting requirements specified in the award Terms and Conditions. If there are no special reporting requirements, state that.

Special reporting requirements include project information required by your specific funding program, such as

● What was the project’s Readiness Level (RL) at the start of the project? For definitions of RLs, see Appendix A of the WPO instructions for completing RPPRs.

* What is the project’s current RL, and how was the RL determined?

If the project has increased in RL during the past 6 months, explain what occurred to justify the increase. If your project has sub-components at different RLs and are advancing at different speeds, report RLs for each component separately, but also include a best-estimate, project-total RL. If any part of your project has transitioned to National Weather Service or other operations (RL 9), then include information about its transition (including the specific operational entity). Partial transitions are also important.

* What are the starting, current, and ending Readiness Levels (RL) of the project (See Appendix B)? If the project has increased in RL during the past 6 months, explain what occurred to justify the increase. If your project has sub-components at different RLs and are advancing at different speeds, report RLs for each component separately, but also include a best-estimate, project-total RL.
* Use the table below to report your Readiness Levels.

**Readiness Levels Table**

| Starting readiness level of your project: | RL |
| --- | --- |
| Current readiness level of your project: | RL |
| Justification for the current readiness level: |  |
| Change in readiness levels since the last reporting period: | RL |
| Proposed ending readiness level of your project: | RL |

* If any part of your project has transitioned to National Weather Service or other operations (RL 9), then include information about its transition below (including the specific operational entity). Partial transitions are also important.

**The following questions are for research-to-operations-related projects only:**

**For any project intending to involve a NOAA testbed** evaluation or otherwise utilize NOAA testbed resources:

● Include a Testbed Test Plan for testbed projects only (if new or if updated after the initial submission; your NOAA Federal Program Officer will provide separate instructions on required content). There is no need to include this plan if there have been no changes since the last time it was previously submitted.

● Report whether the project has been approved for testbed testing (only if it is a NOAA testbed project).

● Provide a summary of testbed-related collaborations, activities, and outcomes (if it is a testbed project and is not reported elsewhere).

**For any project requiring a transition plan**, as determined by your Program Manager:

● Report on activities related to transitions to NWS operations, or transitions to uses outside NOAA (commercial, etc.) in the preceding six months (if not reported elsewhere).

● Report the status of your transition plan. Is the transition plan complete, incomplete, or in revision?

● Report on any transitions to NOAA, if anything.

**The following question pertains to all projects:**

* How has the project addressed or promoted Diversity and Inclusion (D&I) during the most recent reporting period? Report on any D&I activities and initiatives.

**Section 7. BUDGETARY INFORMATION**

Describe any major budget anomalies or deviations from the original planned budget expenditure plan and the associated reasons.

* Is the project on budget?
* List the current fiscal year’s award budget and the amount currently obligated or spent.

**Section 8. PROJECT OUTCOMES**

50. What are the outcomes of the award?

Are the performance measures defined in the proposal being achieved and to what extent?

**Section 9. DEMOGRAPHIC INFORMATION FOR SIGNIFICANT CONTRIBUTORS (VOLUNTARY)**

Refer to the DOC Instructions for this information.

1. National Oceanic and Atmospheric Administration. 2019. *What Is the Significance of the NOAA Logo*? https://oceanservice.noaa.gov/facts/noaalogo.html [↑](#footnote-ref-0)