



Research Final Report Guidelines



Final reporting requirements consist of (1) a completed profile of the grant for posting to the public GLFT website (see below), (2) a narrative response to GLFT final report questions (see following section), (3) a financial report (form and instructions attached), and (4) attachments to include (i) a full technical report on the research results and/or (ii) copies of manuscripts accepted or submitted for publication.

PROJECT PROFILE

Your profile should be no more than three pages in length (preferably two). As the profile will be published to the GLFT website, please strive to communicate in language accessible to audiences **without** extensive familiarity with scientific research methods. The primary intended purposes of the profiles are to (1) provide an overview of the work funded by the GLFT and characterize results and achievements in a manner accessible beyond the technical and scientific communities conducting the research, and (2) help both lay and technical audiences identify key findings and access further resources. The profile should follow this format:

Synopsis

- **Project Title**
- **Grantee Organization**
- **Project Team** (Please list all members of the project team who should be credited with contributions to the work, including name and institutional affiliation.)
- **Contact Person** (Please identify the person(s) who should be contacted with questions about the work, providing a name, institutional affiliation, and e-mail address for each.)
- **Grant Amount**
- **Time Frame**
- **Focus Areas** (Sturgeon, Whitefish, Lake Trout, Fish Disease, Food Web, Aquatic Invasive Species, Habitat, Other. Please retain applicable descriptors, delete others, and provide a one- or two-word category description if “other” is selected.)
- **Brief Project Summary** (In 100 words or less, provide a summary of the project, including its purpose and key results.)

Project in Context

In this section, provide an orientation to the research (or conference) that includes key background information on what is being researched or explored and why it is important, being sure to identify:

- The species or ecosystem elements of focus (e.g., lake sturgeon, diporeia)
- The broad area of research (e.g., determining the sex of lake sturgeon, relationship between changes in the food web and whitefish condition)
- The geographic focus or applicability of the research (e.g., Lake Michigan, findings apply basin-wide)
- Past research on the issue and how it provides a foundation for the specific project funded by the GLFT
- Relationship to fishery management issues or needs; potential benefits

Goals of the Effort

In this section, identify the key research questions explored in the project. Description of research methods should be limited to only that information necessary to help the reader understand the basic means of studying the question and any implications of that method, i.e., constraints on the findings inherent in the approach.

Results

In this section, briefly summarize the key findings or results of the research. How and to what extent were the research questions answered?

Significance

Provide a summary statement describing the significance of the project's results and processes. Factors you may wish to consider or address may include:

- **Findings/Contributions to Knowledge:** Briefly describe how the findings represent new knowledge or advance science, if applicable.
- **Tools/Methods:** Briefly describe how the project resulted in new tools or methods of value to fishery research and/or management.
- **Contributions to Practice:** Briefly describe implications of the research for fishery management, where applicable.
- **Capacity-Building:** Briefly describe how the project contributed to the education and development of students, where applicable.
- **Decisions and Dialogue:** Grantees working on conferences may wish to summarize decisions made, key discussions, and/or evaluation findings related to value derived by attendees in this section.

Overall, this section should identify the most important outcome(s) of the work and speak to the project's broader relevance and value.

Communications

Publications

List all publications arising from the research. Publications submitted but not yet accepted should be so designated. Published or compiled conference proceedings should be listed in this section.

Presentations

List all presentations of the findings, including academic conferences, presentations before technical committees such as the Lake Michigan Committee of the Great Lakes Fishery Commission, and other. Presentations that are scheduled but not yet delivered should be so designated.

Websites and other

List, and provide addresses for, related websites developed for or through the project or that provide additional information. Provide site title, full address, and a brief (1–2 sentence) description of the relevant content.

List any other communications outlets for the work.

FINAL NARRATIVE REPORT

Background/Overview

1. Briefly summarize the project description as outlined in the original proposal.
2. Briefly summarize any significant changes to the work performed in comparison to the plan of work originally proposed and funded. If changes were made, describe how they affected your ability to achieve the intended outcomes for the work.

Outcomes

Please characterize key outcomes of the project related to *knowledge*, *training*, *relationships*, and *practice*. Not all projects will have outcomes of all types.

3. To what extent and how (if at all) did this research project advance scientific knowledge of the issue?
4. To what extent and how (if at all) did this project contribute to the education and advancement of graduate or undergraduate students focused on Great Lakes fishery issues?
5. To what extent and how (if at all) did this work help you or others on your team build new relationships with others in the research or management communities?
6. To what extent and how (if at all) do the findings have action implications for fishery managers? If the research has direct management implications, do you have any knowledge of use of the findings by managers? If the research does *not* have direct management implications at this stage, to what extent did the research advance the process of identifying management responses to critical issues?
7. Considering the above or other factors not listed, what do you consider to be the most important benefits or outcomes of the project?

Related Efforts

8. Was this project a stand-alone effort, or was there a broader effort beyond the part funded by the GLFT? Have other funders been involved, either during the time of your GLFT grant or subsequently?
9. Has there been any spin-off work or follow-on work related to this project? Did this work inspire subsequent, related research involving you or others?

Communication/Publication of Findings

10. List publications, presentations, websites, and other forms of formal dissemination of the project deliverables, tools, or results, including those that are *planned* or *in process*.
11. Please characterize your efforts to share the findings of this research with state, federal, Tribal, and interjurisdictional (e.g., Great Lakes Fishery Commission) agencies charged with management responsibilities for the Great Lakes Fishery. If other audiences were priority for this research, please characterize your outreach efforts to those audiences as well. (*Please note: you may wish to consult midterm reports in which specific audiences for the findings, and means of outreach to these audiences, were identified.*)
12. Please identify technical reports and materials attached to this report by name and indicate for each whether you are requesting that GLFT restrict access to the materials while you seek publication. (Please note that the maximum amount of time during which GLFT will restrict access to the results of funded research is six months, unless notified that more time is needed.)
13. **Manuscripts.** Grantees submitting one or more publications or pending publications in lieu of a stand-alone technical report must submit a cover memo that confirms that all aspects of the funded research are incorporated in the published work, and in cases of multiple publications, identifies or crosswalks the grant-funded objectives to the published article containing results.
14. **Compilation reports.** Grantees working on several related sub-projects under a single grant may submit a series of sub-project reports rather than a single, integrated report. However, grantees must submit a cover sheet or introduction that outlines and crosswalks grant objectives with the location of the results in the compilation document.

Reflections

15. Please describe any unanticipated benefits, challenges or surprises, and/or important lessons learned over the course of the project.
16. What recommendations (if any) would you make to the GLFT to improve its research grantmaking process?



Final Financial Report Instructions

Reference Number	Instructions
I.	These are the approved expense categories according to the Grant Agreement or most recently approved budget revision. Definitions of these categories are available on the GLFT website (www.GLFT.org/grants/GLFT_budget_def.html).
II.	These are the approved budget amounts according to the Grant Agreement or most recently approved budget revision.
III.	List the expenditures for the project reporting period for the budget line items in Column II. See V below regarding cash versus accrual basis accounting.
IV.	Subtract Column III from Column II. Line item amounts may be positive (unused) or negative (overspent). If the <i>total</i> amount in Column IV is positive, please return the unused funds by check made out to the Great Lakes Fishery Trust via the address below.
V.	<p>Cash basis: The cost of goods and services is recorded when they are received and paid for within the statement period.</p> <p>Accrual basis: The cost of goods and services is recorded when received within the statement period, whether paid for or not. Goods and/or services authorized, ordered, or budgeted, but not yet received before the end of the statement period, should not be included.</p>

The financial report must be accompanied by financial documentation verifying expenditures (e.g., copies of invoices, record of hours expended, standard accounting ledgers used by your organization, and/or copies of canceled checks with descriptions).

Send the signed form to:
Your GLFT grant manager
Great Lakes Fishery Trust
600 W. St. Joseph, Suite 10
Lansing, MI 48933



FINAL FINANCIAL REPORT

GLFT Project Number: # _____

GLFT Grant Manager: _____

Organization Name: _____

FOR THE PERIOD: _____ to _____

I Expense Categories	II Approved Budget Line Items	III Expenditures of GLFT Funds	IV Difference Between II & III
Salaries	\$	\$	\$
Fringe Benefits	\$	\$	\$
Supplies & Materials	\$	\$	\$
Other Direct Expenses	\$	\$	\$
Overhead & Indirect	\$	\$	\$
Contract Services	\$	\$	\$
Engineering/Design	\$	\$	\$
Facility Construction	\$	\$	\$
Land Acquisition	\$	\$	\$
Total	\$	\$	\$

NOTE: Written explanation should be given for deviations in actual and/or proposed expenditures from originally approved budget items

V: I hereby certify that this financial report form is prepared on (check the basis that applies) _____ a cash basis _____ an accrual basis, and the resulting balance to be correct.

Chief Financial Officer Name and Title (please type)

Chief Financial Officer (signature)

Date

Project Director Name and Title (please type)

Project Director (signature)

Date