



RESEARCH FINAL REPORT GUIDELINES

Final reporting requirements consist of:

1. A project abstract to help the reader quickly ascertain the project's purpose, including the main results and conclusions, for posting to the Great Lakes Fishery Trust's (GLFT) public website
2. A narrative response to the GLFT final report questions
3. A financial report accompanied by financial documentation verifying expenditures (form and instructions attached)
4. Attachments to include (a) copies of manuscripts accepted or submitted for publication (if applicable) and (b) any other technical reports developed as a result of the grant.
5. A brief project summary in 75 words or less

PROJECT ABSTRACT

Title: Use a short, specific title indicating the nature of the investigation.

Abstract Body: Identify and state the project purpose, materials and methods, results, and conclusions. The purpose should define the research question and its relevance; the methods describe the approach to answering the question; the results are the data; and the conclusion must be related to and justified by the preceding three sections with an emphasis on highlighting management implications when appropriate. Abstracts should be prepared carefully. Misspellings, poor grammar, and typographical errors detract from the overall writing.

Be brief and clear. The abstract should be readily understandable to a reader completely unfamiliar with the work. Use a sentence or two of background in the purpose section to help the reader understand why the work is important. Avoid long sentences and irrelevant information. Critically review the abstract with colleagues not familiar with the project.

The methods section should describe the methods for collecting and analyzing data. It should be presented in a logical, orderly fashion. Include selection (inclusion/exclusion) criteria and data sources. Sample size calculations and other statistical validation methods should be described.

Avoid hyperbole. Be sure that the conclusions reached are supported by the results. Do not speculate or editorialize. Conclusions should answer only those questions stated in the purpose.

Moreover, the strength of an abstract is increased when research weaknesses are disclosed by the authors.

FINAL NARRATIVE REPORT GUIDELINES

- **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 or persons who should be contacted with questions about the work, providing a name, institutional affiliation, and e-mail address for each.)
- **Grant Amount**
- **Start and End Dates**
- **Key Search Words** (e.g., sturgeon, whitefish, lake trout, fish disease, food web, aquatic invasive species, habitat, other)

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 originally proposed and funded plan of work. 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 standalone 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 spinoff work or follow-up 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 18 months, unless notified that more time is needed.)
13. Manuscripts. Grantees submitting one or more publications or pending publications in lieu of a standalone 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 subprojects under a single grant may submit a series of subproject 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.

Discussion

The discussion should attempt to:

- Present the principles, relationships, and generalizations shown by the results. It should discuss, not reformulate, the results.
- Point out any exceptions or lack of correlation and define any unsettled points.
- Show how your results and interpretations agree or disagree with previously published works.
- Discuss any theoretical implications or practical applications of the results.
- Reaffirm the major conclusions or findings as clearly as possible.
- Summarize the evidence of the study for each conclusion.
- Describe any unanticipated benefits, challenges or surprises, and/or important lessons learned over the course of the project.

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