

Progress Report Guidance

To inform DOE program managers and other DOE staff on progress, each National Laboratory research project funded by the Environmental Remediation Sciences Division should submit a progress report on an annual basis. Reminders similar to this message will be sent in the late summer each year and reports will be due by November 15 of that year.

For multi-institutional collaborative projects that are funded separately, the lead PI at each institution is expected to submit an annual progress report. Such projects should collectively develop a single progress report and each collaborating institution should submit that report with an additional section specifying the specific contributions made by the submitting institution. Progress reports should be constructed to inform Program Managers and other DOE staff on the progress of the research project. Progress reports will be posted on the ERSP website and will be publicly available.

Progress reports should not exceed five pages **in total** and may include full-color graphics where appropriate. Progress reports should not use a font smaller than Times New Roman 12 and should have a minimum of 1 inch margins on all sides. Progress reports should be submitted as one file, preferably in Adobe Acrobat (pdf) format. While we are not currently limiting the overall file size, please keep in mind that e-mail servers (including DOE) limit attached file size and attempt to minimize the final size of the pdf file.

Progress reports should include

1. Research Objective
2. Research Progress and Implications
3. Planned Activities
4. Information Access

The Information Access section should include a list of project publications and presentations as well as graphics illustrating past-year results (as appropriate). Please list publications/presentations by year, dating back to the project's initiation.

This reporting requirement does not supersede any other reporting requirement included in the original funding document. Contact Lorrie Johnson (OSTI) at (865) 576-1157 for assistance with the submission form.

Report Submission: Annual Reports should be submitted through the web form at http://ersdprojects.science.doe.gov/submit_report.jsp. Enter the numeric project ID number to access the project record. The project ID may be found by searching the project database using the PI's last name. Review the project information and make any necessary changes, then upload the Annual Report file.

General Format Requirements: The following minimum requirements are necessary to provide standardization and readability:

The preferred format for progress reports is Adobe Portable Document Format (.pdf). Microsoft Word (.doc) or WordPerfect (.wpd) will be accepted if the submitter is unable to generate a pdf file.

The report should be submitted as a single, stand-alone file. All graphics and images should be embedded in the file.

The report must be written in English.

Annual Reports average 2-3 pages in length and should not exceed 5 pages in total.

The Department reserves the right to request a hard copy of the report. Hard copies must have 1-inch margins on all sides (except for page numbers).

Acronyms, special symbols and notations, and jargon should be used only where essential and should be clearly defined.

Content and Format of Annual Reports: The information in the Annual Report may be copied where appropriate from the most recent annual Field Work Proposal (FWP) submitted for the project. The Annual Report should include these sections:

1. **Research Objective:** A concise statement of the objective of the project, including the problem being addressed, scientific goals, and the potential relevance of the project in solving the problem.
2. **Research Progress and Implications:** Begin with an “as of” statement (e.g., this report summarizes work after 1 year of a 3 year project). Then, summarize what has been accomplished to date. This section should also identify any specific implications of the results to the existing base of scientific knowledge and/or other DOE activities. Note any results that might be immediately usable by the Department.
3. **Planned Activities:** A short description of future activities with an approximate timeline.
4. **Information Access:** List publications, presentations, any other access to results (e.g., web pages), and appropriate graphics.
5. **Optional Additional Information:** The web form provides for upload of additional research award text and graphics beyond the Annual Report if the Principal Investigator chooses to submit additional information. This information will be posted on the ERSD web site.
6. **Optional Proprietary Information:** Researchers may also provide proprietary information, which will be available to the Department, but not posted on the web. Please indicate if information is proprietary.

Questions concerning the content of Annual Reports should be addressed to the ERSD program manager responsible for the project in question.