

Core Research and Fellows Final Narrative Report Guidelines

Sea Grant core research and graduate student fellowship projects should culminate in at least two types of research products: A technically complete final narrative report, and a non-technical executive summary that is geared for a broader audience.

Final Narrative Report

A Final Narrative Report is similar to any other scientific report. It should include an introduction that describes the project's background, methods, results, and a discussion of your findings such that an expert external to the process could understand and evaluate the quality of the work. Michigan Sea Grant expects the report to follow a typical scientific manuscript format but will accept a structure that matches the issue and project design.

Data Management Plan: Per your agreement to participate in the NOAA-mandated data management plan, describe your plans to make data available within two years of award completion, as applicable, including when, where, and how the data will be available and metadata that allows interpretation of your data.

To access the *NOAA Data Sharing Policy for Grants and Cooperative Agreements Procedural Directive* that Michigan Sea Grant has adopted for use, see: <https://nosc.noaa.gov/EDMC/PD.DSP.php>

Peer Review: Michigan Sea Grant will facilitate a peer review process for the final report. Peer review of the report is essential to ensure technical adequacy and will take place prior to any online publication. We will ask project teams to suggest experts who could serve as competent reviewers, and use our resources to select appropriate reviewers.

The research team/fellow will need to respond to reviewer comments and revise the final narrative report to address reviewer comments similar to the peer review process for a journal article.

Non-Technical Executive Summary

Since Sea Grant specializes in the transfer of scientific information, please provide a non-technical executive summary highlighting the relevance of the project to Michigan's Great Lakes and to Michigan Sea Grant's Strategic Plan. Also, recognize the relevance or contributions to any other state, federal or private organizations involved in this research effort.

This summary will assist our communications team and extension educators in sharing your findings.

Additional Publications

Journals: Researchers are also encouraged to publish research results in scholarly journals. Guidelines for acknowledging Michigan Sea Grant are discussed in the *Conditions of Award*.

Please submit all published articles related to your Sea Grant funding to Michigan Sea Grant and we will forward it to the National Sea Grant Library. To submit publications, see: http://www.miseagrant.umich.edu/esea_rch/researcher-tools/publication-guidelines/

Dissemination: In addition to preparing the final narrative report and non-technical executive summary, we encourage core research teams/fellows to work with Sea Grant communications specialists to develop targeted products, or press releases. Michigan Sea Grant Communications is committed to assisting your project team in developing two research summary fact sheets, bookending your project period. Please contact the Communications Program Leader to discuss your ideas and needs.

Timetable and Deadlines

February 1 – Official project **start date**, even if the distribution of funds to universities is delayed.

February 23 – Online Progress Reports are due at the end of year one for a two-year grant and at the end of years one and two for a three-year grant.

~ Final Year ~

January 1 – The Core Research/Fellowship Final Narrative Report must be submitted to Sea Grant for peer review.

If a no-cost extension is needed, a progress report and letter of explanation must be submitted 30 days before the project end date including a new project timetable.

January 31 – Official project **end date**, even if the distribution of funds to universities is delayed.

February 15 – Peer review comments are returned to authors.

April 1 – Online Final Report and revised Final Narrative Report are due 60 days after project end date.

For additional information on Reporting Guidelines and to submit your Online Progress Reports, see: <http://www.miseagrant.umich.edu/research/researcher-tools/reporting-guidelines/>

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