



## **Final Core Research Narrative Report Guidelines**

*Each research project funded by the Michigan Sea Grant College Program (MISG) is required to submit a final narrative report. The guidelines below refer to this final narrative report. Research projects are also required to submit annual online progress reports, including during no-cost extension years. For additional information on reporting guidelines and to submit your online progress Reports, see:*

<https://www.michiganseagrants.org/research/tools-for-researchers/reporting-guidelines/>

### **Timeline and Use of the final Narrative Report**

The final narrative report is due up to 60 days following the project end date. The MISG research team will review your report and possibly ask for outside technical review as input to the research team to assist with understanding the research if needed. Based on these reviews, MISG could ask for clarification or revision of some portions of the final report.

These narrative reports enable MISG to share your work broadly with federal and state agencies, academic and nonprofit organizations, and interested stakeholders and coastal communities. Working with MISG will give you a local, state, regional and national platform upon which to promote your work. MISG extension educators and communicators will review your final report to determine how best to help with and promote your work, especially with coastal communities that could benefit from the research findings.

MISG will use portions of your final report, particularly the executive summary, to develop a two-page project summary fact sheet that will be hosted on our website following review by project PIs. We could also use your research findings in our annual reporting to the National Sea Grant Office and could ask for your help in finalizing the project summary and any impact statements.

### **Final Narrative Report Outline**

The following information should be included in your report:

#### **Section A. Summary** (Maximum length: 2 pages)

- **Title page including:**
  - Title of Project
  - Completion Date (If no-cost extension was approved, use the extension end date.)
  - Principal Investigator  
Include name, title, institution, address, city, state, zip code, telephone, fax, and email.
  - Co-Principal Investigator(s)  
Include name, title, institution, address, city, state, zip code, telephone, fax, and email.
  - Abstract  
Summarize project, accomplishments, and/or results (250 words max).
  - Keywords  
Include a list of five keywords for indexing
- **Executive Summary** (2-3 paragraphs)



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Write a brief summary of your research project and important findings, using language that is understandable by a lay person (i.e., with limited scientific background). MISG could use this summary to create a project summary fact sheet along with key graphics from the body of the report.

### Section B. Accomplishments (Maximum length: 10 double spaced pages.)

- **Introduction**

Identify problem or hypothesis addressed, including project goals and objectives.

- **Project Narrative**

Include an overview of your methods, results, conclusions, recommendations, outreach applications if any, and other pertinent information. Focus on the project activities and accomplishments in context of the overall project goals, not the technical details that would go into a journal article.

- **Research/Management Implications**

Identify the research and potential management implications of your research project. Describe how the research has created new knowledge or techniques and, where applicable, leveraged active research programs conducted by federal and state agencies.

- **Potential Applications, Benefits and Impacts**

Include ways this project has influenced advancement of science and any resource management applications (e.g., tools for use by managers created). Quantify these effects whenever possible. Include what you see as potential future applications of this project, considering both short (2-5 year) and long (>10 year) outcomes.

### Section C. Outputs

Provide a brief summary in narrative or table form of the various forms of outreach, engagement, partnerships or collaborations and other leveraged projects or products. Examples of output include:

- Media Coverage such as radio, TV, newspaper, and magazine coverage by universities, local interest groups, news outlets, etc. Please include URLs and/or send hardcopies of stories if possible.
- Journal publications (submit full reference and copy of publication, where possible – we will respect all copyright laws), reports, papers presented at conferences, poster presentations specifically resulting from MI Sea Grant-funded research. Please submit a reprint of all publications to MISG as they become available. *Note that MISG support should be acknowledged in all resulting publications and presentations.*
- Undergraduate/Graduate student names and degrees supported by this grant and the degree pursued or earned. Theses or dissertations supported or related to the research project should be identified with author, title, degree, campus, date, and URL (if applicable).
- Project Partnerships with other institutions or individuals initiated or continued due to this Sea Grant-sponsored research.
- Related Projects including grants from other funding agencies that resulted, at least in part, from this Sea Grant sponsored research. Please include the title of the project, funding agency, amount of new funding, and funding decision (if known) and/or years of award.
- Awards and Honors received within the time period covered by this research project.
- Patents/Licenses that have resulted from this project.



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### **Section D. Data Management Plan Form: Completion Phase**

For projects that generated environmental data, complete the “Sea Grant Data Management Plan Form Project: Completion Phase” form and submit this with your final narrative report. The form and the NOAA Data Sharing Directives can be found at <https://www.michiganseagrant.org/research/tools-for-researchers/reporting-guidelines/>

#### **NOTES:**

- Graphs, figures and/or photos should be embedded in your text. Please recognize that we may wish to include these items in MISG publications with the appropriate credits.
- The final report will be posted on the MISG website within two months of receipt of final report unless PIs request that reports be held back pending publication.
- Final project invoices will NOT be paid until a final report has been received and approved by MISG.

#### **Submission of Final Narrative Report**

Please send an electronic copy (PDF) of your report via email to:  
Catherine Riseng: [criseng@umich.edu](mailto:criseng@umich.edu)

#### **Contacts**

##### **MISG Research Program Team**

[misg-research@umich.edu](mailto:misg-research@umich.edu)

##### **Catherine Riseng**

Research Program Manager

[criseng@umich.edu](mailto:criseng@umich.edu)