



Final Graduate Fellowship Narrative Report Guidelines

Each research fellowship 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. Fellowships 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.michiganseagrant.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 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 those project summary sheets and impact statements.

Final Narrative Report Outline

Final narrative reporting for the MISG Graduate Research Fellowship could follow several different approaches depending on the research products and outcomes from the fellowship. We have outlined two approaches below but are willing to discuss final report content that would best fit the Fellowship research. Two possible approaches are described below.

- 1) The Research Fellowship has produced a manuscript that is being reviewed or published in a peer-reviewed journal or another form of research publication. For this option please include Sections A and C and submit along with the published or in review research results. The Executive Summary should include a summary of the research results (like an abstract) but expand on the abstract to explain the implications and potential applications of your research.
- 2) The Research Fellowship has not produced a manuscript or any other published reports. If the research results have not been summarized in a report or manuscript, MISG requests that you include Sections A, B, and C.
- 3) Alternate approach suggested by graduate fellow and approved by MISG following discussion with the research fellow. Even if an alternate approach is taken, MISG will require Sections A and C to be a part of the final narrative report.



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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). Parts of this may be taken from your 90-2 project summary form.
 - Keywords
Include a list of five keywords for indexing.
- **Executive Summary (2-4 paragraphs)**
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: 5 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, or is expected to influence, 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.
- **Research Outputs or Products**
Provide a brief summary of any products or outputs from your research fellowship, such as posters, media coverage, or conference presentations.
- **Partners**
Please identify any partners beyond your academic and agency advisors.



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Section C. 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 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 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

Contacts

MISG Research Program Team

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Catherine Riseng

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