



Online Reporting Overview

Michigan Sea Grant

updated June 2020

Your research projects are an integral part of Michigan Sea Grant's strategic plan, and the success of your project is important to the program and NOAA. As a recipient on a research grant, you will be asked to complete two types of reports: (1) an annual online progress report; and (2) a final narrative report. The typical project period is two years, however many projects request a no cost extension. This fact sheet provides guidance for online progress reporting.

Annual Online Progress Reports

In February of each year, project PIs will be asked to complete an online progress report for the previous year's activities. Bullets or a brief paragraph about each element are appropriate. The reporting form includes space to enter the following narrative information:

- **Challenges** – indicate any challenges encountered and how you have addressed them.
- **Activities** – provide a brief summary of activities since last report and associated project milestones.
- **Accomplishments** – describe one or several accomplishments resulting from your project such as: new scientific information; new or improved products, tools or programs; new partnerships; or observed or anticipated benefits to specific people, organizations, the economy or the environment.

Reporting Metrics

The online progress report also requests some specific information in table format that helps us prepare our annual report to NOAA. Please keep track of the following activities during your project:

- Public and professional presentations and workshops, and number of attendees; both those you host and others at which you are a presenter;
- Students supported by grant or matching funds;
- Publications – scientific or outreach;
- New tools or services developed to aid ecosystem-based management, such as maps or predictions;
- Natural resource managers that participate, including people that work at federal, state or local agencies, parks or land conservancies;
- Communities that participate;
- Volunteer hours;
- Any additional funds the project helps raise for you or a project partner; and
- Economic benefits, including jobs or businesses supported.

Reporting Timeline:

- Project start date: Feb. 1
- Annual online progress reports due: Feb. 23 (~12 months after start date, and 23 days after end date)
- Draft Final Narrative Report due and deadline to request a no cost extension: Jan. 1 of Year 2 (one month before end date)
- Project end date: Jan. 31 of Year 2
- Final Narrative Report peer review comments returned: Feb. 15 of Year 2
- Final online progress reports due and revised Final Narrative Report due: April 1 (60 days after end date)

Access and Additional Guidance

- The online progress report form is available at:
<https://www.michiganseagrant.org/research/tools-for-researchers/reporting-guidelines/>
- PIs have access to the progress report but will need to request a password using the “New user or forgot your password” link. You will receive a password via email to allow you to complete the log-in process. With your log-in credentials you will be able to view submitted reports and edit pending reports.
- Co-PIs can also log-in and enter information, but cannot submit the completed forms
- For a technical guide on how to complete and submit your online report, refer to the [Online Report Submission Guide](#) available on the reporting webpage noted above.

Contacts

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