**PROJECT TITLE:**

**INVESTIGATORS:** *(Research team including institution name)*

**NOAA GRANT NUMBER:** *(if known)*

**PROJECT YEAR:** *(e.g., Year 2)*

**TIME PERIOD ADDRESSED BY REPORT:** *(e.g., August 2002-March 2003)*

1. **PRELIMINARY MATERIALS** *(Information in this section is standard and may be updated and/or copied from previous progress reports)*
2. **Research project objective.** *(Brief,* *Limited to one paragraph)*
3. **Stakeholders, decision makers or Partners** with whom you are working (e.g., NOAA, other federal agencies, academia, nongovernmental organizations, private sector, etc.) *(No text limit, in bulleted form).*
4. **Brief Approach** including methodological framework, models used, theory developed and tested, project monitoring and evaluation criteria. Include a description of the key beneficiaries of the anticipated findings of this project (e.g., government, researchers, private sector, science and resource management agencies). *(Limit of one page)*
5. **ACCOMPLISHMENTS (Information in this section should be updated annually)**
6. **Project timeline and tasks accomplished** *(Can be submitted in bullet form – limit of 5 pages)*

* Include a discussion of data collected, models developed or augmented, fieldwork undertaken, or analysis and/or evaluation undertaken, summary of findings, workshops held, stakeholder/user collaborations, training or other capacity building activities implemented.
* Where appropriate, describe the climate information products and forecasts considered in your project (both NOAA and non-NOAA) and identify any specific feedback on the NOAA products that might be helpful for improvement.
* If you are supporting a student, please briefly describe his/her role in the project.

1. **Methods to transfer** the information and lessons learned from this project to the broader community such as papers, websites, or presentations at conferences, meetings, or outreach and education events. Please provide past presentations as well as future planned events. *(Limit one paragraph, or bullets)*
2. **Significant deviations from proposed workplan** (e.g., shift in priorities following consultation with program manager, delayed fieldwork due to late arrival of funds, obstacles encountered during the course of the project that have impacted outcome delivery). *(Limit to one paragraph)*
3. **Completed publications, white papers, or reports (with internet links – particularly using the digital object identifier (DOI) - if possible)**. For peer-review publications, please list either **published** or in **press**, but ***not*** “in review”. *(No text limit)*
4. **If applicable, Promotional Graphics or Photographs of Fieldwork**

In order to better promote your work and the work of this program, please provide the following for use in communication materials for NOAA and external audiences. Please provide a statement as to whether or not, CPO has permission to publish these images and/or graphics on NOAA websites and/or publications.

**Please save promotional graphics and photographs as separate attachments to your report.**

1. Website address for further information (if applicable)
2. Additional relevant information not covered under the above categories