NSF Annual Report Template: Accomplishments and Impact

General Notes

This document was created using direct excerpts from the annual report template on research.gov.

Annual reports cover the time and activities since the previous annual report. The final report is the last annual report for the project.

Most items have a "nothing to report" option. Be sure to check that option where appropriate.

While using this Word template can help with creating the annual report, the text will need to be copied and pasted into the template in Research.gov. Any text that goes beyond the character limit (8,000 characters for most fields) can be included in an attachment in the "Supporting Files" section.

Annual reports are subject to the Freedom of Information Act, meaning the public can request copies of them.

- Be sure to write in lay terms the general public can understand.
- Be careful **not to include** identifiable information for participants or other confidential information.

Accomplishments

What are the major goals of the project?*
Insert directly from the proposal or the published online abstract (use the latter if these differ).

What was accomplished under these goals and objectives? (You must provide information for at least one of the 4 categories below).*

Major Activities:
Key tasks/activities undertaken since the last annual report.

Specific Objectives:
Specific, measurable objectives of the projects. What were you trying to accomplish?

Significant Results:
Noteworthy results of your efforts. What were you able to accomplish? What did you learn?

Key Outcomes or Other Achievements:
What were the most significant findings/impacts from your efforts?

What opportunities for training and professional development has the project provided?*
Summarize the contributions to the research and teaching skills and experience of those who have worked on the project, including undergraduate students, graduate students, post-docs, college faculty, and K-12 teachers. If your project supported postdoctoral researchers, then you must include a summary of the mentoring activities conducted.

Have the results been disseminated to communities of interest? If so, please provide details.*
Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

Supporting Files
You may upload pdf files with images, tables, charts, or other graphics in support of this section. You may upload up to 4 pdf files with a maximum file size of 5 MB each.

One file should be your external evaluation report.

Impact

What is the impact on the development of the principal discipline(s) of the project?*
Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project.

What is the impact on other disciplines?*
Describe how the findings, results, or techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other disciplines.

What is the impact on the development of human resources?*
Describe how the project made an impact or is likely to make an impact on human resource development in science, engineering, and technology.

What was the impact on teaching and educational experiences?*
Describe how the project made an impact or is likely to make an impact on teaching and educational experiences.

What is the impact on physical resources that form infrastructure?*

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical resources that form infrastructure, Including physical resources such as facilities, laboratories, or instruments.

What is the impact on institutional resources that form infrastructure?*

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on institutional resources that form infrastructure,

What is the impact on information resources that form infrastructure?*

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on information resources that form infrastructure,

What is the impact on technology transfer?*

Describe ways in which the project made an impact, or is likely to make an impact, on commercial technology or public use.

What is the impact on society beyond science and technology?*

Describe how results from the project made an impact, or are likely to make an impact, beyond the bounds of science, engineering, and the academic world.

What percentage of the award's budget was spent in a foreign country?*

Describe what percentage of the award's budget was spent in foreign country(ies) for this reporting period. If more than one foreign country was involved, identify the distribution of funding between the foreign countries.

Changes/Problems

The PI is reminded that the grantee is required to obtain prior written approval from the awarding agency grants official whenever there are significant changes in the project or its direction. See agency specific instructions for submission of these requests.

Changes in approach and reasons for change*

Describe any changes in approach during the reporting period and reasons for these changes. Remember that significant changes in objectives and scope require prior approval of the agency.

Actual or Anticipated problems or delays and actions or plans to resolve them*

Describe problems or delays encountered during the reporting period and actions or plans to resolve them.

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Changes that have significant impact on expenditures*
Describe changes during the reporting period that may have a significant impact on expenditures, for example, delays in hiring staff or favorable developments that enable meeting objectives at less cost than anticipated.

Significant changes in use or care of human subjects*
Describe significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of human subjects during the reporting period. If required, were these changes approved by the applicable institution committee and reported to the agency? Also specify the applicable Institutional Review Board/Institutional Animal Care and Use Committee approval dates.

Significant changes in use or care of vertebrate animals*
Describe significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of vertebrate animals during the reporting period. If required, were these changes approved by the applicable institution committee and reported to the agency? Also specify the applicable Institutional Review Board/Institutional Animal Care and Use Committee approval dates.

Significant changes in use or care of biohazards*
Describe significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of biohazards during the reporting period. If required, were these changes approved by the applicable institution committee and reported to the agency? Also specify the applicable Institutional Review Board/Institutional Animal Care and Use Committee approval dates.

Has there been a change in your primary performance site location from the originally proposed? If so, please provide the location of your new primary performance site and reason for the change in location.*