**Final Report Template/Instructions**

*Final reports should include each section described below and should generally be about 10 pages long, excluding graphics and supplementary materials. Awardees may also wish to submit a longer, technical report if they feel it may be of public interest as an appendix. Note that this report is intended for the public; use plain language and consider a broad audience. If additional information on the methodology or results of the project are needed by NRCS to evaluate the success of the project, and how the project’s technology or approach may be transferred to a wider audience, the relevant NRCS Technical Contact and/or Program Manager may be in contact.*

1. **Cover Page (1 page):**

The following should be included at a minimum:

* Project Title
* Grantee Name (Entity receiving award)
* Project PD or key team member names (optional)
* Project start and end date
* Award number (FAIN)

1. **Project Summary (1/2 page):**

This high-level summary should include the main driver or purpose for the project (what is the issue being addressed?), the overarching goal of the project, and the most important results from the project. Include significant or noteworthy highlights: for example, did the project address a critical resource concern or focus on issues affecting a particular region of the country? Be brief but descriptive--someone reading only your summary should be able to understand at a glance what your project was about.

1. **Project Goal and Objectives (1/2 page):**

Clearly describe the project’s goals and objectives. Consider numbering your objectives for easy reference in your Project Results section.

1. **Project Background (1/2 page):**

Expand on the Project Summary. Give additional context about the issue being addressed and why it was important. If your project goal and/or objectives changed due to unforeseen circumstances, describe this briefly.

1. **Project Methods (1/2 page):**

A short summary of methods that helps readers understand how the objectives were executed. Other publications can be referenced to keep this section short.

1. **Project Results (5-7 pages):**

Summarize the knowledge and data acquired during the project, referring to specific project objectives. Provide a full description of each objective and its results, including if objectives were not met. Make sure to provide a summary of data that supports significant findings. Your results should include any unanticipated research/implementation outcomes resulting from your project, both positive and negative. If relevant, discuss how the project team will use project results to inform future efforts.

Public-friendly graphics and explanatory graphs/infographics are encouraged. It is not necessary to include detailed scientific information and graphs, but the document should reference all deliverables and all deliverables and scientific data need to be accessible. It is recommended that grantees provide links or references to more detailed deliverables or add them as an appendix. The references should be easily obtainable and should be associated with webpages with permanence. If key documents/deliverables cannot be located via a simple web search, grantees should send these deliverables with the final report to NRCS so we can provide the links for the public.

*For On-Farm Trials projects*: all OFT projects must include an evaluation that includes an assessment of the environmental, financial and to the extent possible, social impacts of implementing the project’s innovations. The evaluation component of the final report should include the evaluation’s methodologies and its results.

1. **Project Outputs (1 page):**

Any project media, publications, events, websites, training materials or other tangible outcomes the project produced should be detailed in this section. Be sure each output is described well:

* Media and publications – be sure to give the full citation so people can access it. Provide live links, if possible.
* Websites – provide description and link and number of hits. Do not share website URLs that you do not anticipate will be supported/available long-term.
* Software – if new software/tools were developed, discuss how close to fully developed and ready for broad adoption, and how to access.
* Conference attendance – describe any talks given or abstracts published and provide full citations including dates, locations, and speaker names.
* Trainings or outreach events – for any in-person or remote trainings or events, provide dates, title of training, and number of attendees.
* Newsletters – provide total circulation.
* Patents – Provide patent number or state if a patent is pending.

1. **Project Impacts (1/2 page):**

The goal of the CIG program is to accelerate innovation for private lands conservation in the United States. Please summarize how your project has accomplished this.

Add any additional metrics/data that may help us better understand the impacts of your project. Examples may include:

* For projects that had on-the-ground activity:
* Total number of acres impacted.
* Current NRCS Conservation Practices used/implemented/investigated.
* For projects related to behavior change/adoption:
* Total number of participating producers.
* Total number of individuals reporting a change in practice/behavior.
* For projects involving Historically Underserved Producers:
* Total number of HU producers involved/HU-representing partners.
* [Type of HU producers](https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/people/outreach/slbfr/) engaged.