**Final Report Template/Instructions**

*Final reports should include each section described below and are generally about 10 pages long, excluding graphics and appendices. 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. Your NRCS Technical Contact and/or Program Manager may reach out for additional information.*

*The suggested page lengths should be removed from the final version. Section titles do not necessarily need to be used, but the information in each section should be. Figures, tables, graphs and pictures that help get the message across are encouraged to be included.*

***As a reminder, these are public facing documents so do not include any producer information the producer has not explicitly given permission to share****.*

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. (Results will be described in #6). 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 any 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. If objectives were not met, it is important to fully describe what was attempted so we understand how federal funding was spent. Make sure to provide data to support any 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 in this section, but the document should reference all deliverables and all deliverables and scientific data need to be accessible. We highly recommend providing links or references to these deliverables or adding them as an appendix. The references should be easily obtainable and should be associated with webpages with permanence; if they cannot be located via a simple web search awardees 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 component that includes an assessment of the environmental, financial and to the extent possible, social impacts of implementing the innovations; include activities and methods undertaken, and results from, this assessment here.

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 full citation so people can access it. If possible, also provide live links.
* Websites: Give description and link and number of hits. *Do not share website 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, give dates, title of training, and number of attendees.
* Newsletters – give total circulation.
* Patents – Give patent number or let us know if a patent is pending.

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

The goal of the CIG program is to impact 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.

**Appendices:**

Materials such as media pieces or reports that are deliverables to the project should also be included here as appendices as long as there is no copyright infringement. Data can also be shared with an appendix.