

PERFORMANCE REPORTS

All agreements require Performance Reports. Performance Reports may be annual or final reports. The due date for Annual Performance Reports has changed. Instead of being due no later than 1 September of each year the award is active, they will be due one month after the anniversary date of the effective date of the award. For example, if the effective date of a grant award is 1 Oct 2004, then the reporting period would be 1 Oct 2004 through 30 Sep 2005, and the due date of the Annual Performance Report would be no later than 31 Oct 2005. Annual Reports are required for each year of the performance period except for the last year of the performance period in which case the Final Report will be required. The award document will list specific due dates for all reports. Final Performance Reports are due 90 days after the expiration of the agreement.

Delivery: If at all possible, please submit all Performance Reports electronically (preferably using .doc, .rtf, .pdf, .xls and .ppt formats) to technicalreports@afosr.af.mil and to the AFOSR Program Manager at his or her e-mail address as listed in Block 15 of the award document cover sheet. Also, please identify the type of Performance Report and the name of the AFOSR Program Manager in the "Subject" field of the e-mail, e.g. "Annual Performance Report to Dr. James Jones" or "Final Performance Report to Dr. James Jones". If you are unable to make electronic submissions, please see the award document for the addresses to use for submitting paper copies of Performance Reports. In order to ensure prompt receipt and acceptance, mark the outside of the package clearly to indicate that it is an annual or a final performance report.

Performance Reports are described below:

ANNUAL PERFORMANCE REPORT

1. Cover Sheet: As a minimum, the cover sheet should include the following information: Principal Investigator's name, Institution's name and address, and agreement number.
2. Objectives: List the objectives of the research effort or the statement of work: This may be omitted if there has been no change. State new or revised objectives if they have changed and the reason why.
3. Status of effort: A brief statement of progress towards achieving the research objectives. (Limit to 200 words)
4. Accomplishments/New Findings: Describe research highlights, their significance to the field, their relationship to the original goals, their relevance to the AF's mission, and their potential applications to AF and civilian technology challenges.

5. Personnel Supported: List professional personnel (Faculty, Post-Docs, Graduate Students, etc.) supported by and/or associated with the research effort.

6. Publications: List peer-reviewed publications submitted and/or accepted during the 12-month period starting the previous 1 October (or since start for new awards).

7. Interactions/Transitions:

a. Participation/presentations at meetings, conferences, seminars, etc.

b. Consultative and advisory functions to other laboratories and agencies, especially Air Force and other DoD laboratories. Provide factual information about the subject matter, institutions, locations, dates, and names(s) of principal individuals involved.

c. Technology Assists, Transitions, and Transfers. Describe cases where knowledge resulting from your effort is used, or will be used, in a technology application. Transitions can be entities in the DoD, other federal agencies, or industry. Briefly list the enabling research, the laboratory or company, and an individual in that organization who made use of your research.

8. New discoveries, inventions, or patent disclosures. (If none, report None.)

9. Honors/Awards: List honors and awards received during the grant/contract period. List lifetime achievement honors such as Nobel Prize, honorary doctorates, and society fellowships prior to this effort.

FINAL PERFORMANCE REPORT

1. The purpose of the final Performance Report is to document and to transition the results of the effort into the Air Force and DoD applied research community. The final report will always be sent to the Defense Technical Information Center (DTIC) and unclassified reports will be available to the public through the National Technical Information Service (NTIS).

2. **Content:** The final report is more than an extension of previous progress reports. **The final report shall be a comprehensive summary of the significant work accomplished.** The final report, where it is not readily accessible in published form, should where applicable: 1) Clearly describe and illustrate the experimental equipment, set up, and procedures; 2) Characterize and tabulate collected/computed data in an appendix; and 3) Sufficiently describe computational codes so they can be reproduced. Include a listing of the code in an appendix if possible and appropriate.

3. When the research effort culminates in the production of one or more student theses or dissertations, in these cases, the most significant advancements and conclusions

(equations, figures, relationships, etc.) should be included in an executive summary. The theses or dissertations should be attached as appendices only if they are not readily available. If they are, clearly reference them and how they can be obtained. Also, include in the executive summary, cumulative lists of people involved in, and publications stemming from, the research effort. Do not include copies of already submitted or published articles in the final report.

4. **Format:** Cover and title page. Standard Form (SF) 298, Report Documentation Page, shall be used. Item 13 of the form should contain a 100 to 200 word abstract summarizing technical progress during the reporting period. Style should be third person singular using past tense. Jargon, special symbols or notations, subscripts, mathematical symbols or foreign alphabet letters are not permitted. The pages should be prepared for acquisition and distribution by DTIC.