

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 on 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 30 Sep 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

In an effort to streamline our collection of annual progress data, AFOSR has recently drastically reduced the information required in the annual progress/status reports. Please see the following template and sample as your guide for this reduced workload. These brief reports must be submitted annually to the program manager no later than the anniversary date of your contract/grant. Early reports are accepted--contact your AFOSR program manager for his/her specifics on the preferred timeline and additional content that he/she may require.

(Final report format and process have not changed. They must be comprehensive and are still due to technicalreports@afosr.af.mil with a cc: to your program manager within 90 days of the award expiration.)

TEMPLATE FOR ANNUAL PROGRESS SUMMARY

To: technicalreports@afosr.af.mil
Subject: Annual Progress Statement to (your AFOSR Program Manager)

Contract/Grant Title: xxxxx
Contract/Grant #: xxxxx

Reporting Period: xxxxx to xxxxx

Annual accomplishments (200 words max): xxxxx

Archival publications (published) during reporting period: xxxxx

Changes in research objectives, if any: xxxxx

Change in AFOSR program manager, if any: xxxxx

Extensions granted or milestones slipped, if any: xxxxx

Include any new discoveries, inventions, or patent disclosures during this reporting period (if none, report none): xxxxx

SAMPLE ANNUAL PROGRESS SUMMARY (typical)

To: technicalreports@afosr.af.mil

Subject: Annual Progress Statement to Dr. Robert Barker

Contract/Grant Title: A Plasma-Assisted Megawatt Class Microwave Source with an Output of 1 KJ per Pulse

Contract/Grant #: FA9550-05-1-0292

Reporting Period: 1 July 2004 to 30 June 2005

Annual accomplishments (200 words max): The UMD helix Pasotron demonstrated peak power levels of 1.8 MW, long pulse (~600 usec) operation free from pulse shortening and breakdown, and 600 J of microwave energy output per pulse. Studies of the voltage and current scaling laws of the helix Pasotron indicate that it will be possible to extend the output energy to 1.2 kJ per pulse and beyond.

Archival publications (published) during reporting period:

1) G. S. Nusinovich, Y. Carmel, A. G. Shkvarunets, J. C. Rodgers, T. M. Antonsen, Jr., V. L. Granatstein, Y. P. Bliokh, D. M. Goebel, and J. P. Verboncoeur, "The Pasotron: Progress in the Theory and Experiments," *IEEE Trans. Plasma Sci.* **52**, 845, 2005.

2) G. S. Nusinovich and O. V. Sinitsyn, "Effect of transverse nonuniformity of the rf field on the efficiency of microwave sources driven by linear electron beams," *Phys. Plasmas* **12**, 093107, 2005.

Changes in research objectives, if any: None

Change in AFOSR program manager, if any: None

Extensions granted or milestones slipped, if any: None

Include any new discoveries, inventions, or patent disclosures during this reporting period (if none, report none): None

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.