

## PERFORMANCE REPORTS

All agreements require Performance Reports. Performance Reports may be yearly or final reports. Performance Reports will be due no later than 1 September each year that the award is active. However, agreements effective after 31 July will not require a Performance Report until 1 September of the following year. Final Performance Reports are due 90 days after the expiration of the agreement. All Performance Reports will be submitted to the Program Manager. 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 name(s) of principal individuals involved.
  - c. Transitions. Describe cases where knowledge resulting from your effort is used, or will be used, in a technology application. Transitions can be to 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.
10. Markings: In order to ensure prompt receipt and acceptance, mark the outside of the package clearly to indicate that it is a performance report.

## FINAL PERFORMANCE REPORT

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).

**Content:** The final report is more than an extension of previous progress reports. **The final report shall be a comprehensive technical 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.

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.

**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. All pages should be of good quality for copying purposes. No pages should be missing.

Grantees are encouraged to submit reports that are printed/copied double sided on recycled paper that has at least 20% postconsumer material. The format and standard required by your institution for the preparation of theses and dissertations shall be used for the final report. In the absence of any institutional standards, you may wish to refer to the National Information Standards Organization (NISO) document Z39.18-1995, "Scientific and Technical Reports--Elements, Organization, and Design," for guidance. The publication may be obtained from the organization below:

NISO Press Fulfillment  
P.O. Box 338  
Oxon Hill, MD 20750-0338 USA  
Phone: 301.567.9522 or 1.800.282.6476  
Fax: 301.567.9553  
Internet Address: <http://www.niso.org>

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