# FFAR Annual Progress Report

As part of the Grant Agreement, grantees must complete an Annual Progress Report. Please use the template below to complete the programmatic report. The requirement must be submitted to FFAR within 30 days after the end of each annual funding period. All questions about this form should be directed to [grants@foundationfar.org](mailto:grants@foundationfar.org).

The Annual Progress Report communicates the annual results and accomplishments of the funded grant research, including accomplishments and tentative completion of specific annual goals and objectives. Disbursement of next year’s funds for this grant are contingent on the receipt and approval of the Annual Progress Report to include a programmatic and financial piece as well as availability of matching funds, if applicable.

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| --- | --- |
| **Grant Information** | |
| Grant ID |  |
| Award Program |  |
| Project Title |  |
| Reporting Period | MM/DD/YYYY – MM/DD/YYYY |
| Period Budget |  |
| **Project Director/Principal Investigator Information** | |
| Full Name |  |
| Email |  |
| Phone |  |
| **Grantee Organization Information** | |
| Organization Name |  |
| Address |  |
|  |  |
| City, State Zip |  |
| Tax ID |  |
| **Authorized Signing Official Information** | |
| Name |  |
| ASO Title |  |
| Email |  |
| Phone |  |

1. General Information

* 1. *Please list the geographic location(s) – city, state, congressional district - where the work was conducted. If the work was conducted outside of the U.S., please list the city and country.*
  2. *How many new jobs were created by the grant during this reporting period?*
  3. *How many jobs were maintained by the grant during this reporting period?*
  4. *Have there been any changes to your organization’s IRS 501(c)(3) non-profit status since you were awarded the grant? If yes, please explain.*

1. Accomplishments
   1. *What were the goals/specific aims of the project for this reporting period? If the approved application lists milestones/target dates for important activities or phases for this reporting period, identify these milestones and dates, as well as show actual completion dates or the percentage of completion of milestone targets. (up to 500-word limit)*
   2. *Have any of the major goals/specific aims or milestones for this reporting period changed since the award or previous report? If so, please list the goal(s) that have changed and provide justification for the change from the approved goals. (up to 300-word limit)*
   3. *What was accomplished under the goals/specific aims or milestones for this reporting period? For this reporting period describe: 1) major activities; 2) specific objectives; 3) significant results, including major findings, developments, or conclusions (both positive and negative); and 4) key outcomes or other achievements. Include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments. In the response, emphasize the significance of the findings to the scientific field. Include approaches taken to ensure robust and unbiased results. (up to 1,500-word limit)*

*2.3.1. Aside from the accomplishments outlined above, have there been any other significant impacts resulting from the work under this grant? Please describe any broader impacts such as:*

* *Tools developed*
* *Benefits to policy*
* *Benefits to future research*
* *Benefits to food, the food system or agriculture*
* *Broader economic or health benefits*

*If there are no broader impacts to date, state “Nothing to Report.”*

* 1. *Describe challenges or delays encountered during the reporting period and actions or plans to resolve them. Only describe significant challenges that may impede the research and emphasize their resolution. (up to 500-word limit)*
  2. *Have there been any changes in scientific approach or reasons for change? If so, what are the changes? Remember, changes to the approved scientific approach must be pre-approved by FFAR. (up to 500-word limit)*
  3. *What opportunities for training and professional development has the project provided during this reporting period? If the research is not intended to provide training and professional development during this period, state “Nothing to Report.” For all projects reporting graduate student and/or post-doctoral participants, grantees are encouraged to describe how Individual Development Plans (IDPs) are used to help manage the training for those individuals. (up to 500-word limit)*
  4. *Please indicate the number of undergraduate and graduate students, post-doctoral scholars, or other educational components involved during this reporting period. If other education components are involved, please describe them in detail. (up to 300-word limit)*
  5. *How have the results of this reporting period been disseminated to communities of interest? Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of such activities, to enhance public understanding and increase interest in learning and careers in science, technology, and the humanities. Reporting the routine dissemination of information (e.g., websites, press releases) is not required. For awards not designed to disseminate information to the public or conduct similar outreach activities, a response is not required; the grantee should write “nothing to report.” A detailed response is only required for awards or award components that are designed to disseminate information to the public or conduct similar outreach activities. Note that scientific publications and sharing research sources will be reported under Information Products. (up to 500-word limit)*
  6. *What do you plan to do during the next reporting period to accomplish the goals of the approved project? Briefly describe what you plan to do during the next reporting period to accomplish the project goals and objectives. Discuss efforts to ensure the approach is scientifically rigorous and results are robust and unbiased. Remember that significant changes to the approved goals and objectives and project scope require prior FFAR approval. Include any important modification to the original goals and provide justification for the change. (up to 500-word limit)*

1. Information Products
   1. *Please list the type(s) of information products (e.g., scholarly publications, reports or monographs, workshop summaries or conference proceedings, video, audio, images, models software, curricula, instruments or equipment, intervention, etc.) produced during this reporting period resulting directly from the FFAR award.*
   2. *Please provide a list of citations for the information products produced during this period.*
   3. *Are there publications or manuscripts accepted for publication in a journal or other publication (e.g., book, one-time publication and monograph) during the reporting period resulting directly from the FFAR award? If yes, please provide citation.*
   4. *Website(s). List the URL for any internet site(s) that disseminates the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above.*
   5. *Have inventions, patent applications, and/or licenses resulted from the award during this reporting period? If yes, indicate the invention, patent application(s), and/or license(s).*

* 1. *Are any of the information products produced during this reporting period confidential, proprietary, or subject to special license agreements? If so, please list them below and describe why they must remain confidential. Also, note if (and when) you plan to make these data publicly available in the future or if they must remain confidential indefinitely. (up to 500-word limit)*
  2. *Beyond depositing information products in a repository, what other activities have you undertaken to ensure that others (e.g., researchers, decision makers, and the public) can easily discover and access the listed information products? What other activities have you undertaken to ensure that other can access and re-use these data in the future?*

1. Data Management
   1. *During this period, did the project generate any data? Data generation includes transformation of existing data sets and data from existing resources (e.g., maps and imageries). Please list the data generated in this reporting period.*
   2. *If you list multiple data sets, are these data sets related? If so, please provide a short description of how they are related.*
   3. *Please provide copies of relevant metadata records to support FFAR’s mission of enhancing the discoverability of FFAR funded project data and information products. Upload copies of records and a simple file inventory, if necessary, in a compressed folder.*

Certification

The undersigned hereby certifies that to the best of their knowledge and belief, the above report and all supporting documents are true, accurate and complete. I am aware there is a significant penalty for submitting false or misleading information.

If applicable, I agree that my electronic signature is legally binding, equivalent to, and has the same validity and meaning as my handwritten signature. I will not claim otherwise.

PI Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI Signature: ­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signing Official (ASO): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
  
ASO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_