# FFAR Final Progress Report

As part of closing out a FFAR Memorandum of Understanding (MOU), partners and/or collaborators must complete a Final Progress Report. Please use the template below to complete the programmatic report. We ask that the report be submitted to FFAR within 90 days after the expiration or termination of the fully executed MOU. The receipt and approval of this report is required prior to considering a renewal of an existing MOU. Questions about this form should be directed to [grants@foundationfar.org](mailto:grants@foundationfar.org).

The Final Progress Report communicates the cumulative results and major accomplishments of the goals/objectives detailed in the MOU, FFAR uses the content of the Final Progress Report to inform Congress, the Advisory Board, and other stakeholders on the successes, impacts and value of funding unique partnerships to support innovative science addressing today’s food and agriculture challenges. If a question is not applicable to the project, please type “Nothing to report.”

|  |  |
| --- | --- |
| **MOU Information** | |
| MOU Title |  |
| MOU Start Date | MM/DD/YYYY |
| MOU End Date | MM/DD/YYYY |
| Total Budget | $ |
| Total FFAR Contribution | $ |
| Total Expenditures | $ |
| Matching Partner/Collaborator (s) |  |
| **Point of Contact Information** | |
| Full Name |  |
| Email |  |
| Phone |  |
| **Collaborating Organization Information** | |
| Organization Name |  |
| Address |  |
|  |  |
| City, State Zip |  |
| Tax ID |  |

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 US, please list the city and country.
   2. How many new jobs were created because of this MOU collaboration
   3. How many jobs were maintained because of this MOU collaboration?
   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.
   5. Has your organization undergone a recent name change? If so, please provide the new name of your organization.

# Programmatic Report

* 1. Public Abstract (up to 500 words): The abstract should be ‘stand-alone’ and is intended for a general audience. It should be a concise overview/summary of the work that was undertaken by the MOU; the issues that the agreed upon work addressed, and any key findings, if relevant. The abstract should also clearly state how the results of the co-funded activity helps to address important needs in U.S. food and agriculture systems.
  2. What were the goals/specific aims of the MOU? If applicable, list 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 1,500-word limit)

* 1. Have any of the major goals/specific aims or milestones for the MOU changed since the start of the activities? If so, please list the goal(s) that have changed and provide justification for the change from the approved goals. (Up to 500-word limit)
  2. What was accomplished under the goals/specific aims or milestones for the MOU? (Up to 2,500-word limit)
  3. List key stakeholders that could be served by results of this collaboration.
  4. Please describe how have the results of this collaboration 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 collaborations not designed to disseminate information to the public or conduct similar outreach activities, a response is not required; the partner and/or collaborator should write “nothing to report.” (Up to 1,000-word limit)
  5. Describe challenges or delays encountered during project and actions that were taken to resolve them. Only describe significant challenges that may have impeded the overarching objectives and emphasize their resolution. (Up to 500-word limit)
  6. What opportunities for training and professional development has the project provided? If the objectives were not intended to provide training and professional development, state “Nothing to Report.” (Up to 500-word limit)

* 1. Please indicate the number of undergraduate and graduate students, post- doctoral scholars, or other educational components involved during this collaboration. If other education components are involved, please describe them in detail. If the objectives were not intended to support these components, state “Nothing to Report (Up to 500-word limit)

# 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 the project resulting directly from the MOU, if applicable.
  2. Are there publications or manuscripts accepted for publication in a journal or other publication (e.g., book, one-time publication and monograph) during the project resulting directly from the MOU partnership/collaboration? If yes, please provide citation.
  3. Website(s). List the URL for any internet site(s) that disseminates the goals and objectives as listed in the MOU. A short description of each site should be provided. It is not necessary to include the publications already specified above.
  4. 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?

# Data Management

* 1. 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 for the award.

* 1. If you list multiple data sets, are these data sets related? If so, please provide a short description of how they are related.

# 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.

Point of Contact Full Name: ­­­­­­­­­­­­­­­­­­­

Point of Contact Signature:   
  
   
 Date: ­­­­­­­­­­­­­­­­­