

NYSG Completion Report Instructions & Required Format

Please include the following information for your project. The text of this report should be at least 5-8 pages and be composed for an audience of your peers. Other formats, or reports with incomplete sections, will not be accepted. The expectation is that information or material will be provided under each section.

Report Written By: _____ **Date:** _____

- A. Project Number and Title:** Indicate the NYSG project number, (e.g., R/ABC-1) and title.
- B. Project Personnel:** List the Co- and Associate Investigators, and any other project personnel including NYSG Scholars.
- C. Project Results:** Complete the following sub-sections to discuss your results as they relate to the project's objectives:
- C1. Meeting the Objectives:**
 - Objective 1: Provide the results of meeting this objective (e.g., details of experiments, field work, summary of results, graphs, tables, photos, etc.).*
 - Next Objective: Follow the same format for all objectives.*
 - C2. Scientific Abstract:** Describe your entire project's results as if intended for a scientific meeting or publication.
 - C3. Problems Encountered:** Describe difficulties encountered during the project, e.g., problems with experimental protocols, and how they were resolved.
 - C4. New Research Directions:** Identify additional, new research directions pursued during the course of the project, and reasons for adding them to the original research plan. Also, list any newly funded projects resulting from this NYSG project.
 - C5. Interactions:** Describe participation or interactions with NYSG Extension staff, and industry, agency or other stakeholder representatives.
 - C6. Presentations and Publications:** Describe efforts to disseminate information about this research (e.g., conferences, publications, presentations, student theses, unpublished reports, responses to inquiries, or interviews with the media). Please attach one copy of each unless already previously provided.
- D. Accomplishments:** Complete the following sub-sections:
- D1. Impacts & Effects:** Describe any significant impacts/effects that the project is expected to have on business or industry development, resources management, the behavior of user groups, and the advancement of scientific knowledge. Provide information on direct socioeconomic gains realized as a result of the project. These might include industrial cost savings, productivity gains, value added through new products or expanded markets, or social benefits resulting from new resource uses. Benefits must be documentable, and where possible, quantifiable. List anyone we could contact regarding accomplishments of this project.
 - D2. Scholar(s) Status:** Describe thesis completion status and graduation date for each Scholar. Please indicate the first post-graduation and/or present employment for each person, if applicable.
 - D3. Patents:** Describe patents awarded or pending, including number and date, and licenses granted.
- E. Stakeholder Summary:** Provide a summary of your project as if you were selling or describing your project to a potential "stakeholder" (a non-peer audience). Focus on the major issues and their importance, your results and what impact they have. Be sure to include "take-home messages" from your project.
- F. Pictorial:** Provide any additional images/photos of personnel at work, in the field or laboratory, equipment being used, etc. Please include proper photo credits and a caption with date, location, names of people, and activity. These images are useful to document your project in future NYSG publications and presentations.