

NYSG PROGRESS REPORT INSTRUCTIONS & REQUIRED FORMAT

Please include the following information for your project. The text of this report should be about 3-4 pages long 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 project Co- and Associate Investigators, and any other personnel including NYSG Scholars.

C. TIME INTERVAL:

Indicate the time interval covered by this report (e.g., Feb. 2002 - Dec. 2002). It should include only the period since your last report.

D. PRELIMINARY RESULTS:

Describe progress made toward fulfilling each of the proposed objectives as compared to your approved proposal and timeline.

Objective 1: Provide details regarding progress made to date (e.g., details of experiments, field work, summary of preliminary results, etc.).

Next Objective: Follow the same format for all proposed objectives.

E. BUDGET:

Indicate how much of your project's budget has been expended and how much cost-share has been provided. Also indicate any noteworthy expenditures or budget difficulties (e.g., equipment purchased, travel, personnel hired, or any significant deviations from approved budget).

F. INTERACTIONS:

Describe participation or interactions with NYSG Extension staff, and industry, agency or other stakeholder representatives.

G. PRESENTATIONS AND PUBLICATIONS:

Describe efforts to disseminate information about this research (e.g., publications, presentations, student theses, unpublished reports, responses to inquiries, or interviews with the media). Please attach one copy of each.

H. SCHOLAR(S) STATUS (if applicable):

Describe Scholar progress towards thesis completion, and indicate anticipated graduation date.

I. PICTORIAL:

Provide 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.

