**Louisiana Space Grant Progress & Final Reporting Guidelines**

You must use the following format and order for your final report, due 30 days after your project’s official end date. Sections A, B, & C are required, though some subsections in section C may not be applicable. Sections D and E should be used as relevant. Submit all final reports to [laspace@lsu.edu](mailto:laspace@lsu.edu).

# Cover Page *(separate page)*

* Date of report *(submission date)*
* Indicate that the report is on a LaSPACE grant & Identify the Program Type (GSRA, LaACES, LURA, Internships, HIS, K-12/Outreach, REA, SAFOS, Senior Design)
* Name of submitting official *(PI),* title, institution name, & full contact information (only Reports for NASA Internships should be submitted directly by the student supported)
* For student award programs (LURA / GSRA/ HIS, etc) include the funded student’s full info
* Subaward #, PO #, or Account Number assigned to the subaward
* Full project period *(Start Date, End Date)*
* Type of report *(Progress or Final – Progress Reports are required for any requested amendments to the award, including No Cost Extensions)*

# **B. Progress or Final Report** *(not to exceed 6 pages, excluding the cover page and attached photo files)*

The information provided in this section allows the funding agency to assess whether satisfactory progress has been made during the reporting period. Targets stated in the proposal should be re-stated followed by a list of the achievements. The use of a tables or lists within the narrative is recommended.

### Brief technical description of the project.

### Project Highlight written for public audience (500 words or less; include at least one relevant photo, include a low res version of the photo in the report with a caption; attach a high res photo separately).

### What are the major goals and objectives of the project?

### What was accomplished under these goals/objectives?

### If the project is still in progress, what do you still need to accomplish and how do you plan to do so?

### If the project was impacted by the COVID-19 health crisis, discuss details of said impacts. Include if any project objectives or tasks changed significantly and how you adapted to move the project forward.

### Include additional photos with comprehensive captions (You may attach photos separately, but please clearly name them and include captions in the narrative report for easy reference).

*Photo specifications:*

* High resolution, 600 dpi or over 400 KB, suitable for large high quality printing
* Identify all recognizable adults in the photo and obtain written permission for use (we have media release forms you can use; a separate form signed by a guardian is needed for images of children).
* Photos of activity, in the lab, in the field, at a conference, or working the project that include key personnel are preferred over a group of researchers posing shoulder to shoulder (but these are welcome, too).

# Supporting Information

## **List of Participants &** Collaborations

List of faculty, post doctorates, other agencies or institution and reason or purpose of collaboration. The use of a table or list is recommended. Examples of collaborations:

1. Research institution/organization
2. NASA Center
3. Industry
4. Other federal agency
5. Other Jurisdiction agency
6. Other academic institution

Information to include:

* Participant Name, Title, Institution/Agency/Corporation, Project Role/Contribution

## Student Participants

All participating student participants must submit an online Student Information Form. To protect students’ Personally Identifiable Information (PII), we will reject any Progress or Final Reports which include the now obsolete student demographic forms and we will delete emails containing said forms. Include here a table or list of students supported with the amount of funding provided to them for the entirety of the project.

Link to [Graduate Student Information Form](https://forms.office.com/Pages/ResponsePage.aspx?id=P61NLa5Q2UeDoJrisfRm-Lcdp3DY8qtFqI9vQAGwVD5UM1M1R1paMEU1VTQ5RkY2UVBTUFNBVko5MiQlQCN0PWcu)

Link to [Undergraduate Student Information Form](https://forms.office.com/Pages/ResponsePage.aspx?id=P61NLa5Q2UeDoJrisfRm-Lcdp3DY8qtFqI9vQAGwVD5UNVUwU0dFSlg4ME5BNklBWkpIUTBHTkk5RSQlQCN0PWcu)

## List of Products, Publications & Recognitions

List with details indicating opportunities for professional development provided by project (if published online, links are helpful). Examples of applicable accomplishments:

### Peer reviewed publications and accreditations, such as:

### Abstracts at professional meetings

### Book chapters

### Reports

### Manuscripts

### Articles for NASA venues

### Articles in refereed journals, which have been accepted or published

### Conference proceedings, include locations, topics and participation, such as:

### Talks

### Presentations at professional meetings

### Panel member

### Keynote speeches

### Session chair

### List any faculty/student researcher recognition awards, include verification information

### Web site(s) or other Internet site(s) such as news coverage

### List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above in this section.

### Identify any other significant products that were developed under this project. Describe the product and how it is being shared. Examples of other products are:

### Databases

### Physical collections

### Audio or video products

### Software or NetWare

### Models

### Instruments or equipment

### Data & Research Material (e.g., cell lines, DNA probes, animal models)

# Supporting Details (as applicable)

## Patents and/or licenses awarded. Scan of patent/license cover page is acceptable, or indicate:

1. Patent/license Number;
2. Title
3. Application Date
4. Date Issued
5. Inventor(s) and institution(s)
6. Abstract (100-150 words)

## Technology Transfer Details

### Identify technologies or techniques that have resulted from the research activities. The form ***Disclosure of Invention and New Technology*** (NASA Form 1679) is required

### <https://invention.nasa.gov/index.php> for complete form.

# Appendices (as applicable)

As needed. Use your own discretion.