

LOUISIANA SPACE GRANT PROGRESS & FINAL REPORTING GUIDELINES

You must use the following format and order for your progress or final report. A LaSPACE Project Report Template is available for download separately in the [LaSPACE Document Center \(linked\)](#).

Final reports are due 30 days after your project's official end date. Progress reports are required for any amendment requests including NCEs and major budget line changes; amendment requests are due no later than 60 days before the initial project end date. Sections A, B, & C below are required, though some subsections in section C may not be applicable. Sections D and E should be used as relevant. Submit all reports to laspace@lsu.edu.

A. Cover Page *(separate page)*

- Type of report (*progress or final*)
- Submission date
- Indicate that the report is on a LaSPACE grant & identify the Program Type (*GSRA, LaACES, LaSSO, LURA, Internships, HIS, K-12/Outreach, REA, RockOn, 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)'s full name(s)
- Subaward PO # for non-LSU projects (this is listed on the first page of your contract and is NOT the parent grant number)
- Grant Award # for LSU projects
- Full project period (*Start Date, End Date*)

B. Project Report Narrative and Photos *(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 tables or lists within the narrative is preferred.

1. Brief technical description of the project.
2. 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). The guiding questions below are examples.
 - **For directly funded students:** what additional activities did you participate in (outside of the research) during the course of the project, such as conference attendance, paper/poster presentations, networking events, etc.? What hard and soft skills did you learn or hone? What wins did you experience (not just with research)? What growth opportunities or challenges did you overcome? How will this experience influence your professional and academic trajectory? What are your future plans? How will you use your experience moving forward?
 - **For PIs of group projects:** what additional activities did your students experience outside of the project like conference/competition attendance, paper/poster presentations, networking events, etc.? What hard and soft skills did your students learn or hone? What growth opportunities or challenges did your students overcome? How do you expect this experience to influence your students' professional and academic trajectories? When documenting benefits to students, direct quotes would be helpful.
3. List all major goals and objectives of the project. Under each bullet, explain the progress and

accomplishments.

4. If the project was impacted by the COVID-19 health crisis or a severe weather event, discuss details of said impacts. Include if any project objectives or tasks changed significantly and how you adapted to move the project forward.
5. For Progress Reports / NCE Requests / Amendments, the progress report should address all accomplishments made to-date on the project (including all publications, proposals, presentations, patents, etc.), where the project is in relation to the originally proposed end date, reasons why the project has been delayed, balance remaining in the budget, and a proposed plan for completing the remaining goals and objectives. All participants must be identified (students, post-docs, faculty, and staff).

Providing LaSPACE with photos is vital to show our state representatives and NASA leadership visual evidence of the benefits brought to Louisiana by the National Space Grant Program. It allows LaSPACE management to highlight funded work on our social media platforms, write local press releases, and compile information for NASA reports.

6. Include “action” or candid photos with comprehensive captions (You may attach photos separately, but clearly name them and include captions in the narrative report for easy reference).
 - i. Examples include photos of students and the PI working in the lab, presenting research at conferences, networking at meetings, etc.
7. Include updated headshots of the PI and student participants (You may attach photos separately, but please clearly name them and include captions in the narrative report for easy reference).
8. Include Media Release Forms for recognizable (visible face) adults or children in photos. Forms are available in the [LaSPACE Document Center \(linked\)](#).

Photo specifications:

- High resolution, 600 dpi or over 400 KB, suitable for large high quality printing.
- Identify all recognizable adults in any photo and obtain written permission for use (utilize Media Release Forms; 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. Group of researchers posing are welcome.

C. Supporting Information *(refer to LaSPACE Project Report Template to populate data tables)*

1. List of Participants & Collaborations

List of faculty, post doctorates, other agencies or institutions and reason or purpose of collaboration. Include participant name, title, institution/agency/corporation, and project role/contribution. **Utilize the provided tables in C.1. of the separate template.** Examples of collaborations:

- a) Research institution/organization
- b) NASA Center
- c) Industry
- d) Other Federal agency
- e) Other Jurisdiction agency
- f) Other academic institution

For K-12 / Outreach projects, list the institutions / organizations involved in your project. Include a breakdown of participant numbers by Student Learners (elementary, middle, high school, undergraduate, graduate, post doc), Educator Learners (elementary, middle, high school teachers;

higher ed. faculty, administrators, informal educators, pre-service educators), and members of the general public. **Utilize the provided tables in C.1. of the separate template.**

2. Student Participants

All 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. **Utilize the provided tables in C.2. of the separate template.**

Link to [Graduate Student Information Form](#)

Link to [Undergraduate Student Information Form](#)

3. List of Products, Publications & Recognitions

List with details any peer-reviewed manuscripts (published, submitted, or pending publication) and other technical publications (published, submitted, or pending publication) resulting from this funded project. Provide number of faculty, post-doctoral students, and students who have authored or co-authored a publication resulting from this funded project. Provide number of invited paper presentations, self-submitted paper presentations, and total paper presentations. **Utilize the provided tables in C.3. of the separate template.**

Indicate other opportunities for professional development provided by project (if published online, links are helpful) that do not fit in the categories above. Examples of applicable accomplishments:

- a) Peer reviewed publications and accreditations, such as:
 - Abstracts at professional meetings
 - Book chapters
 - Reports
 - Articles for NASA venues
 - Articles in refereed journals, which have been accepted or published
- b) Conference proceedings, include locations, topics and participation, such as:
 - Talks
 - Presentations at professional meetings
 - Panel member
 - Keynote speeches
 - Session chair
- c) List any faculty/student researcher recognition awards, include verification information
- d) Web site(s) or other Internet site(s) such as news coverage
- e) 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.
- f) 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)

D. Supporting Details *(as applicable; utilize the provided table in section D of the separate template)*

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

- a) Patent/license Number;
- b) Title
- c) Application Date
- d) Date Issued
- e) Inventor(s) and institution(s)
- f) 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.

E. Appendices (as applicable)

As needed. Use your own discretion.