Collaboration Initiative: Progress and Final Report Instructions
Food for Health – Spring 2016 Awards

REPORT PREPARATION and SUBMISSION:
Progress and final reports are required for all funded Collaboration Initiative research projects. Reports should follow the format outlined below, and be submitted via email as a single PDF file to Dr. David Jackson (djackson@nebraska.edu) with a CC to Ms. Angela Dibbert (adibbert@nebraska.edu). The report narrative (excluding financial information) should not exceed three pages. For Food for Health grants awarded in Spring 2016:

- Planning grant final reports are due June 1, 2017 or 30 days after the project's end-date, whichever is later.
- Seed grant progress reports are due May 16. 2017.
- Seed grant final reports are due July 1, 2018 or 30 days after the project's end-date, whichever is later.

Report Format

ACCOMPLISHMENTS:
The information provided in this section allows us to determine if satisfactory progress has been made during the reporting period.
- Restate the goals and objectives of the project; report for each goal what has been accomplished. If a progress report, also indicate what still needs to be accomplished under each goal.
  - Major Activities
  - Significant Results (findings, developments, conclusions)
  - Key Outcomes or Achievements

OUTPUTS:
List all grant applications, publications, patent disclosures, etc. resulting from the project during the reporting period. Examples include:

- New grant applications based on data collected or efforts associated with this project
- Workshops-conferences held/team building efforts accomplished
- Peer reviewed journal publications (accepted/published status)
- Submitted publications
- Books, theses/dissertations, monograph chapters
- Conference Presentations (Poster Paper/Oral) or Exhibitions/Performances
- Invention Disclosures or Patent Applications
- Other outputs

IMPACTS:

Describe how the project has impacted some or all of the following:

- Development of your and colleagues' research teams
- Fostered <u>meaningful</u> multi-campus University of Nebraska collaborations
- Knowledge/techniques used in your discipline
- Led to economic development in Nebraska
- Changed practices (in society, among the Nebraskans/Nebraska businesses, etc.)
- Resulted in increased or new funded extramural grant activity / research capacity

SAP SUMMARY and DETAIL REPORT

Attach the following two standard SAP reports (your business office/grants specialist will be able to generate these documents):

- "Revenue/Expense Summary with prior yr bal forward" (or, if applicable, "WBS Revenue and Expense Summary") [Use current and/or last available FY period, one report per fiscal year covered in the project.]
- "Cost Center Detail Line Items" (or, if applicable, "WBS Actual Cost Line Items") [From project start date to current (report) date.]

OTHER NOTES:

Do not include requests for changes in project term, budget allocations, or programmatic direction in the report. These changes require specific approvals and should be sent separately from the report to Dr. David Jackson (djackson@nebraska.edu), with a CC to Ms. Angela Dibbert (adibbert@nebraska.edu).