Nebraska Research Initiative (NRI)

Faculty Research Projects
PROGRESS and FINAL REPORT INSTRUCTIONS

REPORT PREPARATION and SUBMISSION:

Progress and final reports are required for all NRI-funded faculty research projects. They 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. Progress reports are due thirteen months after the project's start date; final reports are due thirty days after the project's end date.

Report Format

PROJECT IDENTIFICATION:

The report should start with the following identifying information:

- Project Title
- PD/PI Name, Title and Contact Information (e-mail address and phone number)
- Report Submission Date
- University of Nebraska Campus(es)
- Project/Grant Period (Start Date, End Date)
- Report Type (Progress or Final)
    - Progress reports should cover the previous year's work (typically the fiscal year)
    - Final reports should summarize the entire project period

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 publications, patent disclosures, etc. resulting from the project during the reporting period. Examples include:

- 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
- New grant applications based on data collected for this project

IMPACTS:

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

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

FINANCIAL INFORMATION:

Attach a full-detail SAP report.

- For progress reports, the SAP data should cover the one-year reporting period.
- For final reports, the SAP data should cover the entire project period.