Final Report Requirements

The Fisheries Resource Monitoring Program has two types of final reports.

- Final Report Deliverable
- Final SF425 Federal Financial Status Report

NOTE: Be sure to review the Reporting Requirements section of your award document for specific details on the submission of all reports.

Final Reports

A final report is required for every Fisheries Resource Monitoring Program project at the end of the period of performance. The final report analyzes, and synthesizes information from all project years. The Fisheries Monitoring Program typically funds projects for a period of up to four years, at which time the final report would be due. Depending on the type of project, a technical report may be required in the preceding years. (See Annual Interim Performance Report Requirements for information on Technical Reports.)

A draft of the final report must be submitted for review in Microsoft Word format to *fisheries_resource_monitoring@fws.gov* no later than 60 days prior to the end of the period of performance. Once received, OSM staff will provide review comments to the principal investigator within 30 days. The principal investigator will address review comments, and if necessary work with OSM staff to resolve any issues. The submission of the completed final report is due no later than 90 days from the end of the period of performance.

Once the final report has been completed, electronic and paper copies are to be provided as follows:

- One unbound and two bound paper copies to: U.S. Fish and Wildlife Service, Office of Subsistence Management, Fisheries Division, 1011 East Tudor Road, MS 121, Anchorage, Alaska 99503.

- Two electronic copies of the report, one in Adobe Acrobat PDF (.pdf) and the other Microsoft Word (.docx), along with a separate abstract and citation file (the abstract must be prepared as shown in the example on page 12 to *fisheies_resource_monitoring@fws.gov*. The report and abstract may be posted to the Office of Subsistence Management's website by OSM staff.

- Six bound copies to: Alaska State Library, P.O. Box 110571, Juneau, Alaska 99811-0571, for distribution and placement in libraries.

Guidelines for preparing final reports that meet the requirements of the Monitoring Program are on the pages that follow. If you have questions, please send an email to *fisheries_resource_monitoring@fws.gov*.

Guidelines for Preparing Final Reports

Final reports can be prepared as part of an established agency or organizational report series but must include: 1) a statement acknowledging the Fisheries Resource Monitoring Program funding and support; 2) a statement citing the Fisheries Resource Monitoring Program project number and indicating whether the report is a final report; and 3) a project abstract and report citation.

All submitted files must have the report title, project number, report type and year correctly reflected in the document properties. In Microsoft Word go to File, Properties and select the Summary tab. In the Title box, type the project title followed by the project number, report type and year.

> **Example**
> Feasibility of Using Fish Wheels for Long-Term Monitoring of Chinook Salmon Escapement on the Copper River. 01-020. Final 2001

The following report format should be used if the final report is not part of an established agency or organizational report series.

REPORT COMPONENTS

Title Page: The title page includes the study title, author(s)/principal investigator(s) with affiliations and addresses, and publication date (month and year). It may also include a statement indicating that the final report for a specific Fisheries Resource Monitoring Program project.

Table of Contents, List of Figures, List of Tables, and List of Appendices: Can be automatically generate by using the Index and Tables feature in Microsoft Word. See Microsoft Word Help for assistance in using this feature.

Abstract: The abstract summarizes the report and should not exceed 200 words.

Introduction: Establish why the study was done and its importance to Federal subsistence fishery management. The topics covered in the introduction include: the principal hypothesis of the study, the type of information obtained, the specific issues addressed, the study area, and a review of existing literature and information (publications, gray literature, and personal communications). The literature and information reviewed should provide context for the study within existing knowledge. The objectives of the study may also be included in the introduction.

Objectives: Provide a list of all objectives identified in the project investigation plan. If the objectives of the study changed over the course of the project, identify the changes and discuss why the changes were made.

Methods: Describe data sources, procedures, equipment, and statistical methods used in the study. These descriptions should provide enough detail to allow readers to evaluate or repeat the study. Other publications may be cited to provide greater detail of equipment, procedures, and statistical analyses. The Methods section can be broken into subsections that correspond to subheadings of the Results section. If the methods used in the study changed from what was originally proposed in the investigation plan, identify and describe the changes and discuss why they were made.

Results: Objectively describe information collected during the study and state the results including those of any statistical analyses. Do not discuss or interpret the results of the study in this section unless the Results and Discussion sections are merged. A combination of text, tables, figures and appendices should be used to present findings. The text should introduce and summarize information contained in tables and figures, as well as present findings that cannot be displayed in tabular or figure formats.

Tables should be used to document data, while figures should be used to present relationships and trends. Unprocessed data should be included in an appendix. Make sure numbers from tables and figures that are cited in the text are correctly cited. The number of significant digits used should be appropriate for the data type. Do not refine and summarize data to the extent that a reader would be unable to verify findings and analyses. State the statistical probability or significance levels selected for statistical analyses, hypothesis testing, or model fitting.

Discussion: Relate what was learned to what is known. Study results should be expanded and explained, not simply restated. Interpretation of findings should be presented so the reader can readily differentiate between points supported by evidence and those based on speculation or conjecture. Discuss the relevance of the findings to Federal subsistence fishery management and include an explanation of how the study met or fell short of the objectives. Unanswered questions and potential future paths of study can be identified. While not generally recommended, in certain cases the Results and Discussion sections can be combined. Please consult Fisheries Division staff before doing so.

Conclusions: Conclusions are required in final reports. A conclusion can represent the synthesis of work in this study, as well as other studies that were previously cited in the discussion. Individual conclusions should be brief statements without further discussion. If there are multiple conclusions, they may be presented as a numbered list. While a separate Conclusions section is recommended, this information may be included in the Discussion section.

Recommendations: Recommendations are required in the final report. Recommendations should describe how results can be applied and used in Federal subsistence fishery management, and how results may influence future studies. If there are multiple recommendations, they may be presented as a numbered list. While a separate Recommendations section is advised, this information may be included in the Discussion section.

Acknowledgements: Recognize those who have contributed to the study or to the preparation of the report. A statement expressing recognition of financial and other support from the Fisheries Resource Monitoring Program must be included. For example: "The U.S. Fish and Wildlife Service, Office of Subsistence Management, provided $___ in funding support for this project through the Fisheries Resource Monitoring Program, under award number ________________."

If not stated on the title page or elsewhere in the report, include a statement indicating the report is a final report for a specific Fisheries Resource Monitoring Program project. For example: "This report was submitted as the final report to U.S. Fish and Wildlife Service, Office of Subsistence Management, Subsistence Fisheries Resource Monitoring Program for project number 00-123."

Literature Cited: List all published materials referenced in the text. Do not list personal communications in this section. Use the following guidelines unless the report is being prepared according to an agency or organizational report series guidelines.

- List citations alphabetically by the first author's last name (surname), then first name initials, and finally by the surnames of coauthors.
- List papers by the same author(s) in ascending chronological order of the year published.
- When authors have more than one publication in a year, add a lower case letter to the year and list alphabetically (1998a, 1998b).
- Substitute the words "in press" for the year if a paper has been accepted for publication but page numbers are not available.
- If a reference has more than five authors or editors, cite only the first and indicate the number of coauthors or coeditors (Smith, S. J. and five coauthors).
- Do not use abbreviations except the first name and middle initials of authors and editors, and abbreviations that occur in titles of articles and books.

Text Endnotes: The use of text footnotes should be minimal; most material, including personal communications, should be included in the text within parentheses. Reference the footnote within the text using superscripted, sequentially arranged, numbers.

Figures: All figures should be simple, uncluttered, and easy to interpret. The figure number and a short caption should be placed underneath the figure. Clearly label graph axes. Use legends or captions to define data elements, as well as all nonstandard and non-defined symbols. Use symbols that are easy to differentiate. Include place names and a directional arrow on maps and charts to orient the reader.

Tables: All tables should be organized to provide the most information in the least amount of space. Keep the following in mind when formatting tables:

- The number of columns should be less than the number of rows.
- Do not use vertical lines between columns.
- Capitalize only the first word, proper nouns, and appropriate symbols in column and row headings.
- Significant digits should be appropriate for the type of data being presented.
- Place a zero to the left of the decimal point for numbers smaller than one.
- A caption containing the table number and one or more sentences describing the table should be placed above it.
- Use either captions or footnotes to identify nonstandard abbreviations and symbols.
- Reference footnotes within tables using sequentially ordered superscripted lowercase letters.
- List the table footnotes in ascending alphabetical order below the table.

Appendices: Appendices can be used to report supplementary information that illustrates, expands on, or otherwise supports the text, but is not needed to directly support results and conclusions. Information presented in an appendix is usually too long and detailed to put in the main text, but might be of interest to some readers. Examples include: unprocessed data, mathematical derivations, lengthy descriptions of unusual methods, detailed protocols, long lists, questionnaires, and documents. The use of appendices can be minimized if sources for obtaining the information are made available to readers. For example, the information is made available over the Internet or upon request to the authors. The formatting of tables and figures included in an appendix should be the same as those in the main body of the document.

Non-Discrimination Statement: A non-discrimination statement must be included, and is usually on the last page in the report. Federal or State agencies may already have statements that are included in reports. See page 15 for non-discrimination statements.

Document Formatting

Word Processing Software: Microsoft Word
Paper: 8 2” x 11” good quality white paper for bound and unbound final copies.
Margins: 1” left, right, top, bottom
Justification: Left
Tab Settings: Every 2” in text. This can be altered for tables and appendices.
Line Spacing: Draft reports should be double spaced. Final reports are single spaced.
Positioning of Text: To position text within the report use (1) spaces to separate words and sentences, (2) tabs to position portions of text across a page, and (3) a hanging indent for each citation listed in the Literature Cited section

Page Numbering:

- Page numbers appear on the bottom center of a page.
- No page number on title and non-discrimination statement pages.
- Lowercase Roman numerals should be used for the summary page, table of contents, list of figures, list of tables, and list of appendices.
- The summary page will receive page number “i”.
- Arabic numerals are used for all remaining section pages.
- In annual reports, the first page of the introduction will receive page number “1”.

Text Formatting:

- Body text: Times New Roman, 12 pt with paragraphs separated by a single space.
- *Scientific names*, *publication titles* cited in the text, *variables* or *lettered constants* in mathematical or statistical expressions, and the words “*in*” and “*in press*” in the Literature Cited section: Times New Roman, 12 pt, italic
- **FIRST ORDER HEADING:** Times New Roman, ALL CAPS, bold, 12 pt, centered, with two spaces above and below the heading.
- **Second Order Heading:** Times New Roman, bold, 12 pt, title case, left justified, with one space above and below the heading.
- ***Third Order Heading:*** Times New Roman, bold, italic, 12 pt, title case, left justified, with one space above and below the heading.
- *Fourth Order Heading:* Time New Roman, bold, italic, 12 pt, title case, with one space above the heading. Fourth order headings are a part of the first paragraph of the section and are followed by a colon.
- Tables and figures — Any font and point size as long as they are used consistently.

Table of Contents, List of Figures, List of Tables, and List of Appendices: Can be created using the Table of Contents feature in Microsoft Word. Use predefined or default styles provided in the word processor.

STYLE CONVENTIONS
The following are recommended style conventions. Final reports prepared as part of established agency or organizational report series might need to follow different style conventions.

Abbreviations and Symbols: Do not overuse abbreviations and symbols, since this can quickly become confusing to the reader. Abbreviations for agencies and organizations must be defined the first time they are used in the text, unless they are used in a text citation. In this case, the abbreviation is introduced in the Literature Cited section.

Time: Use the 24-hour (military) clock for time, and spell out the word hours@ (e.g., 1530 hours would be used instead of 3:30 pm).

Date: Dates may be reported in either military (e.g., 4 March 2000) or nonmilitary (e.g., March 4, 2000) form, but only one form should be used throughout the report.

Units of Measure: Always use the metric system except when quoting sources that use the English system, such as regulations that use inches, fathoms, etc. The first time a measurement appears in the text, the English, or metric, equivalent should be included in parentheses beside it.

Numbers: Spell out any number beginning a sentence. Spell out all single-digit numbers unless they are used with a unit of measure or are being directly compared to a larger number. Use commas to subdivide whole numbers that have more than three digits (e.g., 1,000 or 1,456,200). Always use a zero before decimal fractions less than one (e.g., 0.4 or 0.234).

Equations: Formulas and original derivations should be included in the report, although commonly used statistical formulas can be cited rather than shown. Equations should be italicized, centered, and have reference numbers positioned on the right margin. Microsoft Word has an equation editing feature to format equations. See Microsoft Word Help for instructions on using this feature.

Fish Names: To avoid confusion in identifying fishes, use common names adopted by the American Fisheries Society'sCommittee on Names of Fishes. These can be found in American Fisheries Society Publication 29, published in 2006, which is entitled *Common and Scientific Names of Fishes for the United States, Canada,and Mexico, Sixth Edition*. Include the common name followed by the scientific name (genus, species and, if needed, subspecies) in italics the first time the fish is mentioned in the abstract, executive summary, and full text of the report. Do not use a comma or parentheses to separate the common and scientific names. For unknown species, use the genus followed by "sp." (singular) or "spp." (plural). For example, char *Salvelinus* sp. (a single unknown or unidentified species of char), or whitefish *Coregonus* spp. (more than one unknown or unidentified species of whitefish).

Fish Ages: The age of fishes is reported differently for resident species than it is for anadromous species. The age of resident fishes should be reported using Arabic numerals that indicate total age. For example, an age-5 rainbow trout is five years old. The age of anadromous fishes, such as Pacific salmon, should be reported using European notation, in which two digits separated by a decimal point are used. The digit to the left of the decimal point indicates freshwater age (not including the year spent in the gravel during egg incubation and hatching); the digit to the right of decimal point indicates ocean age. For example, an age-2.4 Chinook salmon spent three years in freshwater (one of which was in the gravel), four years in the ocean, and is seven years old (from the time of egg deposition/birth). The age of smolt, the juvenile form of an anadromous salmon or char leaving freshwater for the ocean, may be reported using either Arabic numerals or European notation; just be sure to specify which convention you are using. For example, a two-year-old sockeye salmon smolt migrating to the ocean can be referred to as either an age-2 or an age-1. sockeye salmon smolt. Use the same age notation for smolt throughout the report.

SF425 Federal Financial Status Final Report

The final SF425 Federal Financial Status report is due for all financial assistance (cooperative agreement) awards no later than 90 days after the award period of performance. The SF425 will be due the same day as the Final Report.

As an example: the award ends September 30, 2013; the Final Report and Final SF425 will be due no later than December 29, 2013.

NOTE: Be sure to review the Reporting Requirements section of your award document for specific details on the submission of all reports.